

Board of Directors:
Jimmy A. Detsoi, President
Hoskie Bryant, Vice-President
Mitzie Begay, Secretary
Virginia Harvey, Member
Agnes T. Barney, Member

Ch'oooshgai Community School
Board of Education, Inc.

P.O. Box 321, Tohatchi, New Mexico 87325
Phone: (505) 733-2725 Fax: (505) 733-2749



CERTIFIED & ADMINISTRATIVE EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for your interest in employment with Ch'oooshgai Community School Board of Education, Inc. Attached is the employment application; complete and submit **ALL** required documents listed:

1. CCS Employment Application
2. Current Resume'
3. Letter of Interest
4. New Mexico Public Education Department Certification(s)
5. College/University Transcripts
6. Three (3) current Letters of Recommendation
7. Tribal Enrollment Form (CIB) (if applicable)
8. New Mexico Motor Vehicle Report (5 years)
9. Current Navajo Nation Background Check (10 years)
(Background check must be current within the past 3 months and can be obtained at the Window Rock Police Department/Information Management Section, Monday-Friday 8AM – 12PM \$15.75 money order)
10. \$45.00 Money Order for Federal Background Investigation (FBI), payable to:
Personnel Security Consultants
11. First Aid/CPR Certificate

Upon receipt of your application the Human Resources Office will review and assess your packet to ensure you meet the minimum qualifications, thereafter contact will be made to complete the application process. All positions are subject to FBI Background Investigation & Adjudication. Incomplete Applications will not be considered.

Again, thank you for your interest with Ch'oooshgai Community School Board of Education, Inc. If you have any questions, please contact us at 505-733-2725.

Sincerely,

CCS Human Resources Office

"Home of the Broncos"



**CH'OOSHGAI COMMUNITY SCHOOL
BOARD OF EDUCATION, INC.**

P.O. Box 321 Tohatchi, NM 87325
PH: (505) 733-2725

For Office Use Only:

_____ Date Application Received
_____ Application Received By

CERTIFIED & ADMINISTRATIVE EMPLOYMENT APPLICATION

Please complete entire application in full. Do not use "refer to resume" or equivalent statement. Answer all questions completely. This application is part of the review procedure; incomplete information will affect the evaluation of your application.

Date of Application: _____

Position(s) applying for: a) _____ b) _____ c) _____

PERSONAL DATA

First Middle Last Date of Birth Social Security No.

Address: _____
P.O. Box # or Street City State Zip Code

Phone: _____ Message Phone: _____ Email: _____

What Languages other than English, are you fluent with (read & write)? _____

Are you legally eligible for employment in the United States of America? Yes No
(If offered employment you will be required to provide documentation to verify eligibility)

Are you over 18 years of age? Yes No

Do you have a valid driver's license? Yes No License Number: _____ Issuing State: _____

Have you ever been employed by Ch'oozhgai Community School Board of Education, Inc.? _____
If yes, indicate when & what position(s) you held _____

INDIAN PREFERENCE

Navajo Preference in Employment Act: Ch'oozhgai Community School Board of Education, Inc., gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

Tribal Affiliation: _____ Tribal Enrollment Number: _____

IF YOU DO NOT HAVE A NEW MEXICO CERTIFICATION PLEASE CONTACT:

New Mexico Public Education Department
Jerry Apodaca Education Building 300 Don Gaspar Santa Fe, NM 87501 PH: (505) 827-1436
www.ped.state.nm.us