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*Ch'ooshgai Community School*  
*Board of Education, Inc.*

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



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## CLASSIFIED EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for your interest in employment with Ch'ooshgai 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'ooshgai 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'OOZHGAI 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

**CLASSIFIED 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: \_\_\_\_\_

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: \_\_\_\_\_

**MILITARY PREFERENCE**

Are you a Veteran? Yes  No

**Veterans Preference:** Veterans requesting preference relative to employment with Ch'oozhgai Community School Board of Education, Inc. must indicate they are requesting the preference in their employment application and attach a copy of their DD214 discharge papers at the time of submitting their employment application.

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

## EDUCATION AND PROFESSIONAL TRAINING

Indicate your highest grade of school completed: \_\_\_\_\_ Name and location of last school you attended: \_\_\_\_\_

Please list in chronological order all educational institutions you attended. Transcripts must be provided for each institution listed. This information is used to assist in determining your qualifications for employment with Ch'ooshgai Community School Board of Education, Inc.

Degree	Name of Institution	Location City & State	Semester Hours	GPA	Major	Minor
	Undergraduate					
	Graduate					

List additional training you received that relates to the position for which you are applying for.

List special skills relevant to the position for which you are applying for and years of experience. *(i.e. management or supervisory)*

List computer-related skills and years of experience. *Specify software and hardware*

List other equipment and/or office machine(s) you are familiar with.