

Individuals seeking employment must submit the following:

****A Criminal History record check is a Condition of Employment****

1. Completed Employment Application
2. Current Resume
3. Letter of Interest
4. (3) Letters of Recommendation (Current within the last 3 months)
5. Arizona Department of Public Safety IVP Clearance Card
6. Federal Background Check
(\$35.00 Money Order payable to: Many Farms Community School for Federal FBI Background Check.)
7. Navajo Nation Background Check (10 years)
<https://www.ims.navajo-nsn.gov/Criminal-Traffic-History>
8. Certified State Motor Vehicle Report (Past five years/uncertified reports will be accepted pending receipt of a certified report prior to completion of employee's probationary period)
9. Certificate of Indian Blood (If applicable)
10. Current Arizona Teacher/Administrative Certification (Subject to job requirement)
11. College/University Transcripts (Unofficial transcripts will be accepted pending receipts of official transcripts (original or electronic) prior to completion of employee's probationary period)
12. Copy of High School Diploma/GED Certificate
13. Current First Aid/CPR Certificates
14. Food Service Handlers Certification (Blue card issued by Environmental Health Department with Navajo Nation. (Subject to job requirement)
15. Copy of Commercial Driver's License (If applicable)

**** Requires AZ State Teacher Certification**

ABSOLUTELY NO FAXED DOCUMENTS

Upon receipt of your application the Human Resource office will assess and review your packet to ensure you meet the minimum qualifications. Should you meet the qualifications; the Human Resources office will contact you to schedule an interview.

All applicants will be subject to a Federal (F.B.I.), Navajo Nation and AZ State Background Checks. Preference for eligible and qualified candidates will be given in accordance with Navajo Preference in Employment Act (NPEA).