Individuals seeking employment must submit the following:

Criminal History record check is a Condition of Employment*

- ☐ Complete Employment Application
- ☐ Current Resume
- ☐ Letter of Interest
- ☐ (3) Letter of Recommendation (Current or within the last 3 months)
- ☐ Arizona Department of Public Safety IVP Clearance Card
- ☐ Federal Background Check (F.B.I.)
  (Upon recommendation for hire; provide a $40.00 Money Order payable to: Many Farms Community School for Federal Background Check)
- ☐ Navajo Nation Background Check (10 years)
  https://www.ims.navajo-nsn.gov/Criminal-Traffic History
- ☐ Certified State Motor Vehicle Report (Past five years/uncertified reports will be accepted pending receipt of a certified report prior to completing of employee's probationary period)
- ☐ Certificate of Indian Blood/CIB (If applicable)
- ☐ Copy of High School Diploma/GED Certificate
- ☐ Current Arizona Teacher/Administrative Certification (Subject to job requirement)
- ☐ College/University Transcripts (Unofficial transcripts will be accepted pending receipts of official transcripts (original or electrical) prior to completion of employee's probationary period)
- ☐ Current First Aid/CPR/AED Certificate
- ☐ Food Handlers Certification (Blue card issued by Environmental Health Department with Navajo Nation.) (Subject to job requirement)
- ☐ Copy of Driver License or 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 application 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 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).