

Greyhills Academy High School

Human Resource Department

Telephone: (928) 283-6271

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CHECKLIST FOR EMPLOYMENT APPLICATIONS

Applications for employment with GAHS must include the following. For some positions, additional documents may be required (see job description). GAHS may request other supporting documentation.

- Completed Employment Application Form with Signed Release Forms
- Certificate of Indian Blood If Claiming Navajo/Indian Preference
- AZ State Teacher Certification (For Certified and some Administrative Positions)*
- Copy of College transcripts *(For Certified and some Administrative Positions)*
- Background Check:
 - Completed and Signed Consent to Background Investigations, Criminal Background Check, and Release
 - AZ Department of Public Safety Fingerprint / IVP Card *(For Certified and Administrative Positions)*
 - Federal / FBI Background Check *(all positions)*
 - Navajo Nation Background Check *(all positions)*

See next page for information on obtaining background checks.

- Three (3) Current Letters of Recommendation
 - Required for Certified and Administrative Positions
 - Strongly Recommended for Classified Positions
- DD Form 214 If Claiming Veteran Preference
- Proof of CPR Training and First Aid Training
- Food Handler's Permit If Required

How to Get Required Fingerprint and Background Checks

As a condition of employment, all applicants must successfully complete fingerprint checks and criminal background checks. In some cases, an applicant may be offered employment on the condition that fingerprint and background checks are completed and that the applicant satisfies minimum suitability requirements. The conditional offer will terminate, and the offer of employment revoked, if the fingerprint and/or background checks reveal that the applicant does not meet minimum suitability requirements.

AZ Department of Public Safety Fingerprint / IVP Card.

All applicants for Certified and Administrative positions must submit a current Arizona Department of Public Safety Fingerprint / IVP Card. Applicants are solely responsible for obtaining and submitting a Fingerprint / IVP Card, including any costs or fees. Applications for Fingerprint / IVP Cards may be completed online at:

<https://www.azdps.gov/services/public/fingerprint>

Federal / FBI Criminal Background Check.

GAHS will obtain a Federal / FBI Criminal Background check on all applicants. Applicants must consent to a Federal / FBI Background check, and an applicant's application will be considered incomplete if a signed Consent to Background Investigations, Criminal Background Check, and Release is not submitted. An applicant may need to provide additional information and/or sign additional consent forms for the Federal / FBI Background Check.

Navajo Nation Criminal / Traffic History Background Check.

All applicants must submit a current Navajo Nation Criminal / Traffic History Background Check. Applicants are solely responsible for obtaining and submitting a Fingerprint / IVP Card, including any costs or fees. Navajo Nation Criminal / Traffic History Checks may be obtained from the Information Management Section (IMS) of the Navajo Nation Police Department. IMS is located behind the Navajo Police Department in Window Rock, Navajo Nation, Arizona. Additional information is available at:

<https://www.ims.navajo-nsn.gov/Criminal-Traffic-History>

Due to the COVID-19 pandemic, requests for Navajo Nation Criminal / Traffic History Background Checks must be submitted by U.S. Mail.