

Greyhills Academy High School

Human Resource Department

APPLICANT'S NAME/POSITION APPLYING FOR:

**Attach the following documents to your employment applications.
See below required documents.**

CHECKLIST:

- Application
- Certificate of Indian Blood, is required for claiming Navajo/Indian Preference
- AZ State Teacher Certification (For Certified personnel)
- Copy of College transcripts
- AZ DPS State Fingerprint Card (For Certified and Administrative Personnel)
- Three (3) letters of Recommendation, current up-to-date.
- CPR & First Aid,
- Food Handler's Permit
- AZ Motor Vehicle Record Request, form attached, \$5.00, see local MVD
- A Federal and State background clearance is also required before employment.
- NEW LOCATION:** Navajo Nation Tribal Background Check: a copy of your criminal background clearance, **NEW LOCATION: Behind the Navajo Police Department in Window Rock, AZ.**
 - Office hours are Monday, Wednesday & Friday, 8:00 a.m. to 12:00 p.m. & **only the first 25 people are served each day.**
 - FEE: \$15.00 money order and provide a valid ID card.
- Telephone Number: (928) 871-7621