



## APPLICATION PROCEDURE CHECKLIST

PLEASE REVIEW THE VACANCY ANNOUNCEMENT CAREFULLY AND ATTACH RELEVANT DOCUMENTS TO VERIFY ELIGIBILITY FOR JOB QUALIFICATIONS AND PREFERENCE.

<b>ATTACH the <i>SUPPORTING DOCUMENTS</i> referred to in the vacancy announcement</b>	<b>Submitted (check)</b>
1. A letter of interest or resume'	_____
2. High School or Equivalent (copy), required	_____
3. College Degree (copy) or <u>Official</u> Transcripts from an accredited college or university	_____
4. Professional certifications/licenses (copy)	_____
5. Driver's License (copy)	_____
6. Tribal I.D or certified proof of enrollment, if claiming Indian Preference (copy)	_____
7. DD 214 (military), if claiming Veteran Preference (copy)	_____

**NOTE:** Employment application and all accompanying documents must be received by the close of business (4:45 PM, MST) on the closing date of the announcement.

Applications that do not contain the above information, that are required to meet the qualifications on the vacancy announcement, will be considered **INCOMPLETE** and may be **SCREENED OUT**.

Your employment application will be retained for **one (1) year** from date of application

### Mission Statement

The Human Resource Department strives to provide fair, equitable employment practices for all employees of the Eastern Shoshone and to maintain a skilled workforce. Our broad goal is to create economic partnerships and to secure gainful employment opportunities for community prosperity.