



APPLICATION PROCEDURE CHECKLIST

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

ATTACH the SUPPORTING DOCUMENTS referred to in the vacancy announcement	Submitted (check)
1. A letter of interest or resume'	_____
2. High School or Equivalent (copy), required	_____
3. College Degree (copy) or Official Transcripts from an accredited college or university	_____
4. Professional certifications/licenses (copy)	_____
5. Drivers 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)	_____
8. Social security card (copy), required	_____

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 Tribe and to maintain a skilled workforce. Our broad goal is to create economic partnerships and to secure gainful employment opportunities for community prosperity.