



Department of Health & Human Services

**Public Health Service**

Navajo Area Indian Health Service  
PO Box 9020  
Window Rock, AZ 86515

**APPLICATION CHECKLIST**

Dear Applicant:

**Please submit all items** and check off on the checklist and/or any other items that apply specifically to your application.

**Application Processes: (Select One)**

- \_\_\_\_\_ Resumes **MUST include “HOURS WORKED PER WEEK” for each employer.** (Incomplete applications require follow up which delays processing your application.) Please read the attachment on what is required on a resume.
- \_\_\_\_\_ **OF-612** List locations where you would consider working above the Announcement Number.

**Also include the following REQUIRED documents:**

- \_\_\_\_\_ **OF-306** Declaration for Federal Employment.
- \_\_\_\_\_ Child Care & Indian Child Care Worker Positions form.
- \_\_\_\_\_ **BIA-4432 Indian Preference Certificate**  
Required from all Native Americans claiming Indian Preference (IP). This form must be signed by appropriate BIA/Tribal official authorized to validate IP.  
**(\*Non-IP Applicants: Include written statement – No Indian Preference.)**
- \_\_\_\_\_ Copy of current nurse licensure, certifications, etc.
- \_\_\_\_\_ Copy of final (official) College Transcript or Copy of Diploma
- \_\_\_\_\_ Geographic Location /Availability Form (if applicable)
- \_\_\_\_\_ KSA'S (Knowledge, Skills & Abilities)

**OTHER: (If applicable)**

Present Civil Service (CS) employees, reinstatement eligible past employees and VA (Title38) submit:

- \_\_\_\_\_ Latest Notification of Personnel Action (SF-50)

\_\_\_\_\_ Copy of most recent End of Year Performance Appraisal (EPMS) or Performance Appraisal System (PAS). **\*Required by Personnel**

**Veteran's ONLY:**

\_\_\_\_\_ For each period of service, a copy of all DD - 214 forms.

\_\_\_\_\_ SF-15 & all supporting documentation for 10 Point Veteran Reference.

Submit this checklist with your application. If you have any questions, please call my office at (928) 871-1329. Thank you for your interest in the Indian Health Service (IHS).

Sincerely,

*Jeannette M. Yazzie, RN, BSN*  
*Navajo Area Nurse Consultant*