

**NAVAJO AREA
INDIAN HEALTH SERVICE
WEEKLY VACANCY LISTING
UPDATED: 05-04-09**

<http://home.navajo.ihs.gov/Personnel/Vacancies/pdf/NAIH1010.PDF>

NAVAJO AREA INDIAN HEALTH SERVICE

Division of Human Resources
P.O. Box 9020
Window Rock, AZ 86515-9020

Contacts:

Cecelia Yazzie (928) 871-1452
Angela Segay (928) 871-1421
Ida Natonabah (928) 871-1432
Geraldine Thompson (928) 871-1368

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
NAO-09-13A	Window Rock, AZ	Fitness Coordinator Temp Full-Time NTE: 1 Year REANNOUNCEMENT	GS-601-11	Angela Segay	04-20-09	05-08-09
NAO-09-20	Window Rock, AZ	Supervisory Sanitarian	GS-688-13	Angela Segay	04-28-09	05-18-09
NAO-09-21	Window Rock, AZ	Human Resources Assistant (OA) DS: Shiprock, NM	GS-203-5/6	Geraldine Thompson	04-30-09	05-13-09

CHINLE COMPREHENSIVE HEALTH CARE FACILITY

Division of Human Resources

PO Drawer PH

Chinle, AZ 86503

Contacts:

Lorraine Smith (928) 674-7033
 Charlotte Denetchee (928) 674-7031
 Renae Ayze (928) 674-7585
 Nurse Recruiter: Ella Bia (928) 674-7608

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
CH-09-DHA-A	Chinle, AZ	Nurse Clinical Nurse DS: Chinle PHS, Tsaille Health Clinic and Pinon Health Center,	GS-610-4/5/7 GS-610-9/10	Ella Bia	01-01-09	12-31-09
CH-09-MPP/ ESEP	Chinle, AZ	Nurse Clinical Nurse DS: Chinle PHS, Tsaille Health Clinic and Pinon Health Center	GS-610-4/5/7 GS-610-9/10	Charlotte Denetchee	01-01-09	12-31-09
NAO-08-DH-C	Chinle, AZ	Community Health Nurse DS: Pinon Health Center, Pinon AZ	GS-610-5/7	Cecelia Yazzie	06-30-08	Open Continuous
NAO-08-MPP/ ESEP-C	Chinle, AZ	Community Health Nurse DS: Pinon Health Center, Pinon AZ	GS-610-5/7	Cecelia Yazzie	06-30-08	Open Continuous
NAO-08-DH-CC	Chinle, AZ	Community Health Nurse	GS-610-9/11	Cecelia Yazzie	06-30-08	Open Continuous
NAO-08-MPP/ ESEP-CC	Chinle, AZ	Community Health Nurse	GS-610-9/11	Cecelia Yazzie	06-30-08	Open Continuous
CH-09-67	Chinle, AZ	Medical Support Assistant (OA)	GS-679-4/5	Renae Ayze	04-24-09	05-07-09
CH-09-69	Chinle, AZ	Secretary (OA) Temp Appt NTE: 90 Days	GS-318-05	Renae Ayze	05-01-09	05-14-09

CROWNPOINT COMPREHENSIVE HEALTH CARE FACILITY

Division of Human Resources

PO Box 358

Crownpoint, NM 87313-0358

Contacts:

Victoria Pablo (505) 786-6213

Yolanda DeVore (505) 786-6201

Nurse Recruiter: Erma Marbut (505) 786-6262

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
GA-09-DHA-A	Crownpoint, NM	Nurse Clinical Nurse Medical/Pediatric-5; OB-1; ER-1; Ambulatory Care-2 DS: Crownpoint, NM	GS-610/4/5/7 GS-610-9/10	Erma Marbut	01-12-09	Open Continuous
GA-09-MPP/ ESEP-A	Crownpoint, NM	Clinical Nurse	GS-610-09/10	Julia Nelson	01-12-09	Open Continuous
GA-09-MPP/ ESEP-B	Crownpoint, NM	Nurse	GS-610-4/5/7	Julia Nelson	01-12-09	Open Continuous
NAO-07-DH-K	Crownpoint, NM	Pharmacist 2-Vacancies	GS-660-11/12	Angela Segay	08-06-07	Open Until Filled
NAO-07-MPP/ ESEP-K	Crownpoint, NM	Pharmacist 2-Vacancies	GS-660-11/12	Angela Segay	08-06-07	Open Until Filled
NAO-08-DH-R	Crownpoint, NM	Medical Technologist 4-Vacancies	GS-644-09	Angela Segay	02-11-08	Open Until Filled
NAO-08-MPP/ ESEP-R	Crownpoint, NM	Medical Technologist 4-Vacancies	GS-644-09	Angela Segay	02-11-08	Open Until Filled
NAO-08-MPP/ ESEP-Y	Crownpoint, NM	Medical Technologist (Section Leader) Chemistry; QA/Point of Care; Microbiology 3-Vacancies	GS-644-11	Angela Segay	02-11-08	Open Until Filled
NAO-08-DH- CC	Crownpoint, NM	Community Health Nurse	GS-610-9/11	Cecelia Yazzie	06-30-08	Open Continuous
NAO-08-MPP/ ESEP-CC	Crownpoint, NM	Community Health Nurse	GS-610-9/11	Cecelia Yazzie	06-30-08	Open Continuous
NAO-08-DH-C	Crownpoint, NM	Community Health Nurse	GS-610-5/7	Cecelia Yazzie	06-30-08	Open Continuous
NAO-08-MPP/ ESEP-C	Crownpoint, NM	Community Health Nurse	GS-610-5/7	Cecelia Yazzie	06-30-08	Open Continuous
CP-09-017	Crownpoint, NM	Nursing Assistant (Inpatient)	GS-621-05	Yolanda DeVore	04-27-09	05-08-09
CP-09-018	Crownpoint, NM	Telephone Operator Temp Appt NTE: 120 Days	GS-382-03	Yolanda DeVore	05-04-09	05-08-09
CP-09-019	Crownpoint, NM	Billing Technician	GS-503-5/6/7	Yolanda DeVore	05-04-09	05-15-09
CP-09-020	Crownpoint, NM	Practical Nurse (Inpatient)	GS-621-06	Yolanda DeVore	05-04-09	05-15-09
CP-08-MPP/ ESEP-033B	Crownpoint, NM	Practical Nurse (Ambulatory Care) REANNOUNCEMENT	GS-621-06	Yolanda	05-05-09	05-16-09

FORT DEFIANCE INDIAN HOSPITAL

Division of Human Resources

PO Box 649

Fort Defiance, AZ 86504-0649

Contacts:

Christina Bitsilly (928) 729-8259
 Linda DeWolfe (928) 729-8255
 Sarah Morgan (928) 729-8265
 Larrisa T. Emerson (928) 729-8256
 Nurse Recruiter: Michael Flowers (928) 729-8737 or 3346

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
FD-08-DHA-A	Fort Defiance, AZ	Nurse Clinical Nurse (ER-0; OR-2; MSU-6; OPD/Peds-2; OPD/Womens Clinic-0) DS: Fort Defiance PHS Nahata Dziil Health Center, Sanders AZ	GS-610/4/5/7 GS-610-9/10	Michael Flowers	04-21-08	Open Continuous
NAO-07-DH-F	Fort Defiance, AZ	Nurse Practitioner – 1OPD-FP; 1 PEDS- OPD	GS-610-11/12	Ida Natonabah	06-25-07	Open Continuous
NAO-07-MPP/ ESEP-F	Fort Defiance, AZ	Nurse Practitioner – 1OPD-FP; 1 PEDS- OPD	GS-610-11/12	Ida Natonabah	06-25-07	Open Continuous
NAO-07-DH-K	Fort Defiance, AZ	Pharmacist 6-Vacancies	GS-660-11	Angela Segay	07-23-07	Open Continuous
NAO-07-MPP/ ESEP-K	Fort Defiance, AZ	Pharmacist 6-Vacancies	GS-660-11	Angela Segay	07-23-07	Open Continuous
NAO-07-DH-I	Fort Defiance, AZ	Optometrist	GS-662-11	Ida Natonabah	07-23-07	Open Continuous
NAO-07-MPP/ ESEP-I	Fort Defiance, AZ	Optometrist	GS-662-11	Ida Natonabah	07-23-07	Open Continuous
FD-09-51	Fort Defiance, AZ	Lead Clinical Nurse (Unit/Shift Charge Nurse) 2-Vacancies	GS-610-10	Christina Bitsilly	04-15-09	05-05-09
FD-09-53	Fort Defiance, AZ	Management & Program Analyst	GS-343-12	Linda DeWolfe	04-27-09	05-15-09
FD-09-54	Fort Defiance, AZ	Health System Specialist	GS-671-7/9	Linda DeWolfe	04-28-09	05-11-09
FD-09-55	Fort Defiance, AZ	Billing Technician	GS-503-5/6/7	Linda DeWolfe	04-28-09	05-11-09
FD-09-38A	Fort Defiance, AZ	Medical Support Assistant (OA)	GS-679-05	Sarah Morgan	05-01-09	05-14-09
FD-09-30	Fort Defiance, AZ	Fitness Specialist 3-Vacancies	GS-601-09	Linda DeWolfe	05-04-09	05-15-09

GALLUP INDIAN MEDICAL CENTER

Division of Human Resources

PO Box 1337

Gallup, NM 87305

Contacts:

Julia Nelson (505) 722-1415
 Irene Benallie (505) 726-8720
 Susie Tom (505) 722-1460
 Talynne Boyd-Jensen (505) 722-1412
 Donita Lomatska (505) 726-8698
 Nurse Recruiter: Myra Cousens (505) 726-8549

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date	
GA-09-DHA-A	Gallup, NM	Nurse Clinical Nurse (ICU-6; Peds-1; Ambulatory -1; Women Health-3; Med/Surg-7; ER-3; Inter Med-2; Perioperative-3; Eye Clinic-1) DS: Gallup Indian Medical Center, Tohatchi Health Care Center-1(Ambulatory)	GS-610/4/5/7 GS-610-9/10	Myra Cousens	01-12-2009	Open Continuous	
GA-09-MPP/ ESEP-A	Gallup, NM	Clinical Nurse DS: Gallup, NM & Tohatchi, NM	GS-610-09/10	Julia Nelson	01-12-09	Open Continuous	
GA-09-MPP/ ESEP-B	Gallup, NM	Nurse DS: Gallup, NM & Tohatchi, NM	GS-610-4/5/7	Julia Nelson	01-12-09	Open Continuous	
NAO-08-DH-I	Gallup, NM	Optometrist	GS-662-9/11/12	Ida Natonabah	10-01-07	Open Continuous	
NAO-08-MPP/ ESEP-I	Gallup, NM	Optometrist	GS-662-9/11/12	Ida Natonabah	10-01-07	Open Continuous	
GA-08-087-A	Gallup, NM	Supervisory Clinical Nurse (Med/Surg) REANNOUNCEMENT	GS-610-11/12	Julia Nelson	10-20-08	Open Until Filled	
NAO-09-MPP/ ESEP-C	Gallup, NM	Community Health Nurse	GS-610-07	Cecelia Yazzie	12-01-08	Open Continuous	
NAO-09-MPP/ ESEP-CC	Gallup, NM	Community Health Nurse	GS-610-9/11	Cecelia Yazzie	12-01-08	Open Continuous	
NAO-09-DH-C	Gallup, NM	Community Health Nurse	GS-610-07	Cecelia Yazzie	12-01-08	Open Continuous	
NAO-09-DH- CC	Gallup, NM	Community Health Nurse	GS-610-9/11	Cecelia Yazzie	12-01-08	Open Continuous	
GA-08-110-A	Gallup, NM	Nurse Specialist (Diabetes Branch) REANNOUNCEMENT	GS-610-11	Julia Nelson	03-12-09	Open Until Filled	
GA-09-026	Gallup, NM	Supervisory General Supply Specialist	GS-2001-11	Susie Tom	04-29-09	05-19-09	

KAYENTA INDIAN HEALTH CENTER

Division of Human Resources

PO Box 368

Kayenta, AZ 86033

Contacts:

Melissa Stanley (928) 697-4236

Arlene Big (928) 697-4323

Nurse Recruiter: Betty Lee (928) 697-4088

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series &Grade	Contact Person	Opening Date	Closing Date
KA-09-DHA-A	Kayenta, AZ	Nurse Clinical Nurse DS: Kayenta Service Unit (ER-3; OPD- 1), Inscription House Health Clinic Clinic (Urgent Care-1) and Dennehotso Clinic	GS-610/4/5/7 GS-610-9/10	Betty Lee	01-01-09	12-01-09
KA-09-MPP/ ESEP	Kayenta, AZ	Nurse Clinical Nurse DS: Kayenta Service Unit (ER-3; OPD- 1), Inscription House Health Clinic Clinic (Urgent Care-1) and Dennehotso Clinic	GS-610/4/5/7 GS-610-9/10	Arlene Big	01-01-09	12-01-09

NORTHERN NAVAJO MEDICAL CENTER

Division of Human Resources

PO Box 160

Shiprock, NM 87420-0160

Contacts:

Gloria R. Charley (505) 368-6095
 Margaret Begay (505) 368-6091
 Byron BlueEyes (505) 368-6051
 Paula Williams (928) 656-5010
 Nurse Recruiter: Matthew Merrill (505) 368-6800

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
SR-08-DHA-A	Shiprock, NM	Nurse Clinical Nurse (MCH-0; Ambulatory Care-0; ER-1; Peds Inpt-6; OR/ PACU-6; Med Surg- 7; Obstetrics/L&D-6 ICU-6) DS: Northern Navajo Medical Center Dzilh Na O Dith Hle Heath Center -(1 SCN) Four Corners Regional Health Center-(Outpatient-2)	GS-610/4/5/7 GS-610-9/10	Matthew Merrill	04-21-08	Open Continuous
SR-09-ESEP/ MPP-A	Shiprock, NM	Nurse Clinical Nurse	GS-610-4/5/7 GS-610-9/10	Gloria Redhorse- Charley	12-18-08	Open Continuous
NAO-09-MPP/ ESEP-C	Shiprock, NM	Community Health Nurse DS: Shiprock, Dzilh Na O Dith Hle Health Center, & Four Corners Regional Health Center	GS-610-07	Cecelia Yazzie	12-01-08	Open Continuous
NAO-09-MPP/ ESEP-CC	Shiprock, NM	Community Health Nurse DS: Shiprock, Dzilh Na O Dith Hle Health Center, & Four Corners Regional Health Center	GS-610-9/11	Cecelia Yazzie	12-01-08	Open Continuous
NAO-09-DH- C	Shiprock, NM	Community Health Nurse DS: Shiprock, Dzilh Na O Dith Hle Health Center, & Four Corners Regional Health Center	GS-610-07	Cecelia Yazzie	12-01-08	Open Continuous
NAO-09-DH- CC	Shiprock, NM	Community Health Nurse DS: Shiprock, Dzilh Na O Dith Hle Health Center, & Four Corners Regional Health Center	GS-610-9/11	Cecelia Yazzie	12-01-08	Open Continuous
SR-09-26A	Shiprock, NM	Dental Assistant Term Appt NTE: 13 Months REANNOUNCEMENT	GS-681-03	Paula Williams	03-30-09	Open Until Filled
SR-09-037	Shiprock, NM	Motor Vehicle Operator	WG-5703-05	Paula Williams	04-22-09	05-05-09
SR-09-025B	Shiprock, NM	Medical Records Technician (Specialized Coder) REANNOUNCEMENT	GS-675-08	Paula Williams	05-04-09	05-15-09
SR-09-028A	Shiprock, NM	Dental Assistant Term Appt NTE: 13 Months REANNOUNCEMENT	GS-681-03	Paula Williams	05-04-09	Open Until Filled
SR-09-044	Shiprock, NM	Health Technician	GS-640-05	Paula Williams	05-04-09	05-15-09
SR-09-046	Shiprock, NM	Laborer	WG-3502-03	Paula Williams	05-04-09	05-15-09
SR-09-048	Shiprock, NM	Pharmacist	GS-660-11	Margaret Begay	05-04-09	05-22-09
SR-09-049	Shiprock, NM	Social Worker	GS-185-9/11	Margaret Begay	05-05-09	05-26-09

TUBA CITY REGIONAL HEALTH CARE CORPORATION

Branch of Personnel

PO Box 600

Tuba City, AZ 86045

Contacts:

Ferlin Begay (928) 283-2432

E-mail: ferlin.begay@tchealth.org

Nurse Recruiter: Stephen Navarro (928) 283-2710

<http://www.tchealth.org>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series &Grade	Contact Person	Opening Date	Closing Date
		FOR VACANCIES, CONTACT TC HEALTH DIRECTLY				

WINSLOW INDIAN HEALTH CARE CENTER INC.

Division of Human Resources

500 North Indiana Avenue

Winslow, AZ 86047

Contacts:

Gary Pahe

928/289-6202

E-mail: gary.pahe@wihcc.org

Nurse Recruiter: Connie Hancock 928/289-6213

<http://www.wihcc.com>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
		FOR VACANCIES, CONTACT WIHCC DIRECTLY				

Open Continuous Announcements
NAVAJO AREA INDIAN HEALTH SERVICE

ANNOUNCEMENT NUMBER	POSITION TITLE	PAY PLAN, SERIES AND GRADE	CONTACT PERSON
NAO-09-DH-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-09-DH-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-09-DH-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-09-DH-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-09-DH-E	Nurse Midwife	GS-610-9/11/12	Ida Natonabah
NAO-09-DH-F	Nurse Practitioner	GS-610-9/11/12	Ida Natonabah
NAO-09-DH-H	Medical Technologist	GS-644-05	Angela Segay
NAO-09-DH-I	Optometrist	GS-662-9/11/12	Ida Natonabah
NAO-09-DH-J	Dental Officer	GS-680-11/12	Ida Natonabah
NAO-09-DH-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-09-DH-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-09-DH-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-09-DH-O	Public Health Nutritionist	GS-630-9/11/12	Ida Natonabah
NAO-09-DH-P	Dietitian	GS-630-9/11	Ida Natonabah
NAO-09-DH-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-09-DH-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-09-DH-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-09-DH-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-09-DH-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-09-DH-Z	Respiratory Therapist	GS-651-5/6/7/8	Cecelia Yazzie
NAO-09-MPP/ESEP-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-09-MPP/ESEP-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-09-MPP/ESEP-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-09-MPP/ESEP-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-09-MPP/ESEP-E	Nurse Midwife	GS-610-9/11/12	Ida Natonabah
NAO-09-MPP/ESEP-F	Nurse Practitioner	GS-610-9/11/12	Ida Natonabah
NAO-09-MPP/ESEP-H	Medical Technologist	GS-644-05	Angela Segay
NAO-09-MPP/ESEP-I	Optometrist	GS-662-9/11/12	Ida Natonabah
NAO-09-MPP/ESEP-J	Dental Officer	GS-680-11/12	Ida Natonabah
NAO-09-MPP/ESEP-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-09-MPP/ESEP-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-09-MPP/ESEP-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-09-MPP/ESEP-O	Public Health Nutritionist	GS-630-9/11/12	Ida Natonabah
NAO-09-MPP/ESEP-P	Dietitian	GS-630-9/11	Ida Natonabah
NAO-09-MPP/ESEP-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-09-MPP/ESEP-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-09-MPP/ESEP-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-09-MPP/ESEP-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-09-MPP/ESEP-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-09-MPP/ESEP-Z	Respiratory Therapist	GS-651-5/6/7/8	Cecelia Yazzie

Applications are being accepted from any U.S. Citizen.

ADDITIONAL INFORMATION:

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, physical handicap, marital status, age, or membership or non-membership in any employee organization.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE ADDRESSES FOR EACH LOCATION. IF VACANCY ANNOUNCEMENT NUMBER BEGINS WITH NAO, THEN APPLICATIONS MUST BE MAILED TO THE NAVAJO AREA INDIAN HEALTH SERVICE, WINDOW ROCK, ARIZONA. **All applications and forms must actually be received in close of business on the specified closing dates.** Applications become the property of the Personnel Office and will not be returned. **Telefaxed applications will not be accepted.** For information on a complete list of required forms for each vacancy, applicants must call the Personnel Offices at their specific locations. For information on application procedures for the USPHS Commission Corps, please contact Clifford Coleman @ (928)-871-1309 Or Deborah Damon @ (928)-871-1390.

ALL APPLICATION FORMS MUST BE INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT NUMBER AND JOB LOCATION. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH VACANCY. FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS, AND OTHER INDIVIDUAL VACANCY/ANNOUNCEMENT REQUIRED FORMS, MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION (S).

1. **OF-612, SF-171, or Resume.** Original signature and date are required on whatever application format is submitted.
2. "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
3. **Verification of Indian Preference:** Applicants who wish to claim Indian Preference, must submit a copy of Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," completed by the appropriate BIA office or by tribes authorized by P.L. 93-638 contract/compact to perform the certification functions on behalf of the BIA. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Competitive Status must be submitted.
5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10-point Veterans Preference, a SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. **INFORMATION REQUIRED ON WHATEVER MAIN APPLICATION FORMAT IS SUBMITTED:** Application formats must contain all of the following listed information in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Failure to include any of this information may result in loss of consideration for this position.
 - a. Announcement Number, Title, Grade and Location of the job for which you are applying.
 - b. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
 - c. Social Security Number.
 - d. Country of Citizenship.
 - e. Highest Federal civilian grade held (give Job Series and Dates held).
 - f. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
 - g. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree, show Total Semester or Quarter-Hours earned).
 - h. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary.
 - i. Indicate if we may contact your current Supervisor.
 - j. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.
9. **OTHER REQUIRED FORMS** - Applicants must call Area Personnel (928/871-5834) or the Personnel Office at the particular location of the vacancy to secure a complete listing of forms required for each vacancy/announcement.