



PIÑON UNIFIED SCHOOL DISTRICT #4

Department of Human Resources

CERTIFIED EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for seeking employment with Pinon Unified School District #4. Attached is the employment application. **Please submit ALL documents listed with your application.**

1. Complete Employment Application
2. Current Resume
3. Letter of Interest
4. Three (3) Letters of Recommendation (current within the past year)
5. Certificate of Indian Blood (only if applicable)
6. Current Arizona Department of Education Teacher Certification
7. Copy of High School Diploma/GED Certificate
8. College/University Transcripts
9. Arizona Department of Public Safety Fingerprint Clearance Card
10. Copy of Valid Driver License & Social Security Card
11. Current Navajo Nation Background Check (10 years)
(Background check must be current within the past 4 months and can be obtained at the Window Rock Police Department in Window Rock, AZ on Monday, Wednesday, and Friday's \$15.75 money order payable to the Navajo Nation)
12. Arizona Motor Vehicle Report (5 years)
13. First Aid/CPR Certificates

Upon receipt of your application the Human Resource office will screen your packet for completeness and to ensure you meet minimum qualifications. ***Any missing documents will result in an incomplete application.*** Should you meet the qualifications; the Human Resources office will contact you to schedule an interview.

Again, thank you for your interest in seeking employment with our District. If you have any questions, please contact me at (928) 725-2104.

Sincerely,

Mark A. Little
Human Resources Director