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| --- | --- | --- |
| **EVERYTHING YOU WILL NEED FOR A COMPLETE APPLICATION (is highlighted)** | **YES** | **NO** |
| **Complete application:**   * Please check that the references given have current phone numbers. |  |  |
| **Resume** (if applicable) |  |  |
| **Indian Preference Documentation: BIA 4432 *not a blood degree certificate***   * The BIA 4432 can be obtained at the Enrollment Office in the Pine Ridge BIA building where you get your Certificate of Indian Blood, tell them it’s for employment. Call them at 605-867-1321. |  |  |
| **Veterans Preference Documentation: DD-214 (If applicable)** |  |  |
| **Official College Transcripts and or High School diploma.**  **Official only.** We will not accept unofficial transcripts or copies. |  |  |
| **Job Related certificates.** |  |  |
| **Two (2) forms of current identification (not expired)** |  |  |
| **College Status sheet:**  Applicable for all Paraprofessional positions. |  |  |
|  |  |  |
| **Once your application is complete – your application will be rated. If you qualify for the position you applied for, you will be contacted to do a Drug test and Fingerprints.** |  |  |
| **Drug Test:**   * Must be done and we have results before any interviews can take place. * We will not interview you if this step has not been done. * Additional information will be provided once you are contacted. |  |  |
| **Fingerprints – you will be required to submit Fingerprints to begin the mandatory Background Check process. Isna Wica Owayawa staff will do the fingerprints.** |  |  |
| **Additional Information:**  If hired there is *additional* paperwork to complete: |  |  |