

OR, IF SELECTED, THE APPLICANT MUST SIGN AN AMENDMENT TO THE SCHOOL YEAR CONTRACT AGREEING TO MEET “HIGHLY QUALIFIED TEACHER” REQUIREMENTS WITHIN 90 DAYS OF HIRE.

BASIS OF RATING: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and /or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion.

SUITABILITY & CLEARANCE REQUIREMENTS: A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

PHYSICAL REQUIREMENTS: Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration of Federal Government, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for 18 calendar months, which maybe extended.
- Government housing MAYBE available.
- Relocation expense WILL NOT be paid.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- This position will be filled by contact under P.L. 95-561.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

HOW TO APPLY: It is to your advantage to read the “HOW TO APPLY” section of the OF-612, Applications for Federal Employment, which contains guidance on the information that **MUST BE** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application (**preferably in the following order**):

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates (Mth/Yr), Salary); and Supervisor's name and telephone number. Also include information on the other job qualifications and references. Application or resume must have original signature and current date, available at <http://www.opm.gov/forms/html/of.asp>
2. Copy of Arizona State Certification

3. Copy of College transcripts is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
4. Form BIA-3100, Employee Performance Appraisal Plan
5. Form BIA-4432, Verification of Indian Preference for Employment is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
6. Copy of most current SF-50, Notification of Personnel Action, current or former Federal employees.
7. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
8. DI-1935, Background Suvey Questionnaire, listed in announcement, submission is voluntary and not a required form, available at <http://www.doi.gov/diversity/di1935.htm>
9. Complete names and telephone numbers of (3) three former employers and (3) three personal references. List people who are not related to you and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.

SCHOOL MAILING ADDRESS:

Bureau of Indian Education
Keams Canyon Elementary School
ATTN: Darlene Begay
P.O. Box 397
Keams Canyon, Arizona 86034.

Fax Applications to (928) 738-5519

FOR ADDITIONAL INFORMATION:

CONTACT: Darlene Begay

TELEPHONE: (928) 738-2385/2395