



# Nueta Hidatsa Sahnish College

## Application Checklist

**Instructions:** Use this checklist to ensure your application is complete before submission. Incomplete applications will not be considered.

### 1. Application Form

- Completed & Signed Application
- All required fields are filled accurately and application is signed
- Contact information is up to date

### 2. Resume and Cover Letter

- Current resume attached
- Cover letter tailored to the position

### 3. References (Exec Admin & Faculty Positions Only)

- 3 Letters of Reference

### 4. Supporting Documentation

- Valid identification (DL, State ID, Passport)
- Educational transcripts/diplomas
- Certifications or licenses (if applicable)
- Copy of statement of Native American Blood (if applicable)
- Copy of DD Form 214 (if applicable)

### 5. Submission/Follow-Up

- Keep a copy of all documents
- Track application status with Human Resource
- Prepare for potential interview