



# 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 (Executive 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

### For Office Use Only:

Applicant Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Application Received Date: \_\_\_\_\_

Application Status

☐ Complete ☐ Incomplete

Completed Application Date: \_\_\_\_\_

HR Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_