



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: _____