



# DEPARTMENT OF PERSONNEL MANAGEMENT

## APPLICATION PROCESS



All applications **MUST** be submitted to the Navajo Nation Department of Personnel Management (NNDPM) on or **BEFORE 5:00 p.m.** on the specified closing date. Applications are accepted via email, mail, fax and also hand-delivered to our office. *DPM does not make copies.*

Required Documentation to be submitted with your Navajo Nation Employment Application.  
(09.16.2016 Revised)

- Certificate of Navajo Indian Blood (CNIB) to receive Navajo Preference.
- Copy of HS Diploma / GED Certificate.
- Copies of transcripts and degree(s) to receive credit for education.
- Certifications (i.e. First Aid, CPR, etc.)
- Copy of Valid State Driver's License.
- Copy of Commercial Driver License (CDL).
- (*Non-Navajo Spouse*) to receive preference under the NEPA. The following is required: Proof of marriage by a marriage license, proof of residency and spouse's Certificate of Navajo Indian Blood (CNIB).

### OPTIONAL:

- Resume
- Letter of Interest
- Letters of Reference

### VETERANS PREFERENCE:

- In order to receive Veterans Preference, copy of Form DD214 and/or DD215 and Application for Veterans Preference must be attached.

### APPEALS:

- Applicants who have been determined not qualified may submit a written appeal to the Human Resources Director within ten working days from the date of the non-qualified notice.
- No additional information other than that contained in the original application (e.g., resume, degrees, transcripts, licensure, etc.) will be considered in the appeal for re-evaluation. Any negative finding of documents not attached is not considered an appeal.

### NOTICE:

- All applications and supporting documents submitted become the property of the DPM and will not be returned.
- Ensure application(s) is complete, signed and the required documents are submitted at the time of submission.
- "See Resume" on the application is unacceptable and will result in an incomplete application, and is not considered an appeal.
- If applying for more than one position, an application is required for each position you apply for.

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