

## JOB OPENINGS

### Jobs Available at Chemawa Indian School

#### Applicant Supply File Recruiting Announcement

Position (Title, Series, Grade)	Opening Date	Closing Date
Business Manager (Personnel) 0301-03	07/11/00	Until Filled
Home Living Assistant 1702-01	01/13/00	12/31/00
Recreation Assistant Part-Time 0189-01	01/13/00	12/31/00
Substitute Teacher 1710-03	01/03/00	Until Filled
Teachers 1710-11/18	01/03/00	Until Filled
Language Arts, Spanish, Social Studies, and Special Education		

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934 (Title 25 USC 472), when filling vacancies priority in selection will be given to qualified Indian candidates who present proof of eligibility for Indian preference. Verification BIA Form 5-4432 must be provided with the application. Consideration will go to non-Indian applicants in the absence of qualified Indian Preference eligible.

**Notice to All Male Applicants:** Section 1622 of the Defense Authorization Act of 1986 prohibits any male born after Dec. 31, 1959, from being appointed to a position in an executive agency if he has knowingly and willfully failed to register with the Selective Service System. Male applicants born after Dec. 31, 1959, will be required to complete a certification document to confirm their registration status.

**Equal Opportunity Employer:** The Bureau of Indian Affairs is an equal opportunity employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factors. Positions listed above may be filled by emergency, temporary, short-term, and school-year basis.

**How to Apply:** You may apply for most jobs with a resume, the Optional Application for Federal Employment (OF 612), or any other written format consistent with OPM Optional Form 510. Submit the following documents to Chemawa Indian School:

- Optional Application for Federal Employment (OF 612), or resume.
- Declaration for Federal Employment (OF 306).
- BIA Form 5-4432, if claiming Indian Preference. Tribal ID cards are not acceptable.

- Copy of latest "Notification of Personnel Action" (SF50-B), if current or former federal employee.
- Copy of high school diploma or GED equivalent.
- Copy of **official** college transcripts. Credit for education will not be granted without verification.
- State certification if the position you are applying for requires certification.
- Male applicants born after Dec. 31, 1959, will be required to complete a certificate document to confirm their selective service status.

Important: It is to your advantage to request and read the OF510 brochure (Applying for a Federal Job), which contains guidance on the information that must be included in your narrative application or resume to ensure optimum consideration.

Applications become part of official record and will not be duplicated or returned. This office will not accept telefaxed applications. All applications or resumes must contain original signature. Resumes must contain the following information:

- Job Information: Announcement number and/or position title of the job for which you are applying.
- Personal Information: Full name, Social Security number, mailing address, day and evening telephone numbers, country of citizenship (most federal jobs require U.S. citizenship).
- Education: High school attended, date of graduation.
- Work Experience: Current or most recent work experience and work backwards; include employer name, supervisor name, address, telephone number, dates of employment (month/year), salary, exact title of position, brief description of duties.

### Wrestling Clinic Engages Kids



Lee Butler (above) demonstrates an escape move with Leroy Case. Tony Johnson and Matt Johnson (below) practice a new move. Richard Moore tries to pin Levi Case (bottom photo).



- Other: List job-related training courses, skills, certificates, and licenses. List three (3) personal references (name, address, telephone number). Personal references should not be included under previous supervisors.

Mail applications to:

**DOI/BIA/OIEP**  
**Attn: Personnel Office**  
**Chemawa Indian School**  
**3700 Chemawa Road NE**  
**Salem, OR 97305-1199**

For additional information, contact the Personnel Department at 503-399-5721, ext. 221.