

## UIHA Employment Application Checklist

This form is to be used as a guideline to assist Ute Indian Housing Authority (UIHA) with ensuring applicants submit all documentation when applying for vacant positions. This form does not necessarily provide all requirements for every applicant. Application form and supporting documentation must be complete in its entirety when submitted.

**Applicant Name:**

**Position Applying for:**

- ☐ UIHA Employment Application Form
- ☐ Resume
- ☐ Certifications (as necessary from job description)
- ☐ Education Documents (as necessary from job description)
- ☐ DMV Driving Record (must be within 30 days of application submission)
- ☐ Copy of Valid Utah State Driver's License

### OFFICIAL USE

Date Received	___/___/___	Application Verified	_____	Date	___/___/___
		Background Verified	_____	Date	___/___/___
		Toxicology Verified	_____	Date	___/___/___