Announcement Number

BA-DEU-06-02

Issue Date: January 1, 2006

Closing Date: Open Continuous

Nurse, *GS-610-4/5/7*
Clinical Nurse, *GS-610-9*
Community Health Nurse, *GS-610-7/9/11/12*
Nurse Specialist, *GS-610-7/9/10/11/12*
Supervisory Clinical Nurse, *GS-610-11/12*
Nurse Practitioner, *GS-610-9/11/12*
Nurse Educator, *GS-610-9/11/12*
Nurse Consultant, *GS-610-12/13*
Nurse Anesthetist, *GS-610-11/12*

The Indian Health Service is an Equal Opportunity Employer. However, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473) preference in filling vacancies is given to qualified Indian Candidates.

APPLICATIONS MUST BE SUBMITTED TO:
BILLINGS AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
2900 FOURTH AVENUE NORTH - P.O. BOX 36600
BILLINGS, MONTANA 59107
406-247-7246 PHONE
406-247-7251 FAX

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BILLINGS AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
P.O. BOX 36600 - 2900 FOURTH AVENUE NORTH
BILLINGS, MONTANA 59107
FAX NUMBER (406) 247-7251
WWW.IHS.GOV

This vacancy announcement is used to fill appointments under Excepted Service Examining Plan, Merit Promotion Plan, Delegated Examining, and for Commissioned Corps.
Please see the "How to Apply" Page for information on how to apply under these authorities.

POSITIONS:	**Nurse,** GS-610-4/5/7; **Clinical Nurse,** GS-610-9; **Community Health Nurse,** GS-610-7/9/11/12; **Nurse Specialist,** GS-610-7/9/10/11/12; **Supervisory Clinical Nurse,** GS-610-9/11/12; **Nurse Practitioner,** GS-610-9/11/12; **Nurse Educator,** GS-610-9/11/12; **Nurse Consultant,** GS-610-12/13; **Nurse Anesthetist,** GS-610-11/12

LOCATION: As vacancies occur throughout the Billings Area Indian Health Service:
MONTANA: Browning, Crow Agency, Harlem, Hays, Heart Butte, Lame Deer, Lodge Grass, Poplar, Pryor, and Wolf Point
WYOMING: Ft. Washakie and Arapahoe

SALARY RANGE:	CRNA: $84,689 to $108,865 PER ANNUM All Others: $39,041 to $98,742 PER ANNUM	**Announcement Number:**	**BA-DEU-06-02**

Open Date:	**01/01/06**	**Closing Date:**	**Open Continuous**	**Travel:**	☐ **No Travel** ■ **Occasional Travel** ☐ **Frequent Travel**

Position Status May Be:	■ **Permanent** ■ **Temporary NTE** ■ **Term APPT NTE**	**Work Schedule May Be:**	■ **Full-time** ■ **Part-time** ■ **Intermittent** ■ **Subject to rotating shifts** ■ **Subject to call-back** ■ **Subject to floating**	**Promotion Potential:**	**Yes, if filled at a lower grade level**	**Area of Consideration:**	**All Areas**

Supervisory/ Managerial Positions:	**May be filled under this announcement (May require one year probationary period)**	**Government Housing:**	**May be available depending on location of vacancy**	**Moving Expenses:**	**Travel and transportation expenses may be paid**

THE INDIAN HEALTH SERVICE IS COMMITTED TO EQUAL EMPLOYMENT WITHOUT REGARD TO RACE, RELIGION, COLOR, GENDER, NATIONAL ORIGIN, AGE, DISABILITY OR SEXUAL ORIENTATION. HOWEVER, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE, SECTION 472 and 473). PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES.

WHO MAY APPLY: ANY U.S. CITIZEN

THE FOLLOWING SPECIAL HIRING AUTHORITIES MAY ALSO BE UTILIZED: Handicapped individuals, of former Peace Corps, VISTA, VRA eligible and 30% disabled veterans. Individuals who have special priority selection rights under the CTAP and ICTAP must be well qualified for the position to receive consideration. CTAP and ICTAP eligible candidates must be considered well qualified if: (1) Possesses the knowledge, skills and abilities which clearly exceed the minimum qualification requirements for the position. (2) Meets the basic qualification standards and eligibility requirements for the position. (3) Meets selective placement factor. (4) Be rated above minimally qualified candidates in accordance with the Indian Health Service Merit Promotion Plan. (5) Is physically qualified. DEFINTION OF WELL-QUALIFIED, *AS DETERMINED IN THE BILLINGS AREA INDIAN HEALTH SERVICE:* Rating out at meeting at least a 3 or 4 on the majority of the KSA's for the position being filled. EXAMPLE: If there are 5 KSA's the applicant must have at least a 3 or 4 on three of the KSA's in order to be considered WELL QUALIFIED. CTAP and ICTAP candidates seeking eligibility must submit a copy of the agency notice, most recent performance rating and most recent SF-50 noting position, grade level and duty location. Please indicate on your application if you are applying as a CTAP or ICTAP eligible. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Commissioned Officers: May indicate their interest in being considered by submitting a resume or curriculum vitae, in addition to submitting sufficient information as stated on the "How to Apply" page to permit this office to determine whether you meet the qualification requirement.

NOTE: If you are a current permanent IHS employee with Indian Preference you may be considered under the Merit Promotion Plan (MPP) and Excepted Service Examining Plan (ESEP). You must indicate on your application your request to be considered under both plans. Temporary IHS employees, Bureau of Indian Affairs Excepted employees and other Indian Preference candidates will be evaluated under the Excepted Service Examining Plan. Other current permanent Federal employees or reinstatement eligible applicants, may be considered under the MPP and Open Competitive process.

NOTE: If you are a current permanent federal employee or reinstatement eligible individual you may be considered under the Merit Promotion Plan (MPP) and Delegated Examining. You must indicate on your application your request to be considered under both plans.

CANDIDATES MUST MEET TIME AFTER COMPETITIVE APPOINTMENT, TIME IN GRADE, LEGAL, REGULATORY, QUALIFICATION REQUIREMENTS.

CONDITIONS OF EMPLOYMENT:

A. Selectee will be required to sign an OF-306, Declaration for Federal Employment form certifying to the accuracy and truthfulness of the information provided in their application.
B. All positions in the Billings Area Indian Health Service are covered by P.L. 101-630. Selectee will be required to complete an SF-85, Questionnaire for Non-Sensitive Positions (Background Record Check, CNACI) at the time of appointment. A favorable determination on your CNACI is required to continue to be eligible for employment.
C. Male applicants born after December 31, 1959, will be required to complete the certification documentation to confirm their Selective Service registration status.
D. The U.S. Department of Justice Immigration and Naturalization Service by act of Congress requires that all individuals appointed to a position MUST present proof of employment eligibility by completing Verification of Employment Eligibility Form (INS I-9) at time of appointment.
E. If selected, immunization for such illness as found necessary by the Billings Area. Individuals may also be required to be tested for tuberculosis.

DUTIES AND RESPONSIBILITIES:

Clinical Nurse provide direct nursing service in the assessment, planning, implementation and evaluation of patient care in hospitals, clinics or other patient care facilities. They frequently work in a specialized clinical area; e.g., surgical ward, ambulatory care, emergency room, intensive care unit, maternal and child health unit and pediatrics.

Community Health Nurse provide advice and nursing services to individuals, families, and to the community as a whole throughout a rural or urban area. Health promotion, health maintenance, health education, coordination and continuity of care are utilized in a holistic approach to the family, the group and the community. They function as client advocates.

Nurse Specialist have an advanced level of competence in a particular field (e.g., E.R., O.B., O.R., U.R., R.M., Diabetes) with experience in clinical practice that demonstrated ability to develop innovative techniques, practices and approaches for patient care.

Supervisory Clinical Nurse provide supervision to all nursing personnel and provide ongoing patient education. Plans work to be accomplished by subordinates, assigns work to subordinates based on priorities. Evaluates performance, gives advice, counsel, to individual employees on both work and administrative matters. Makes recommendations for appointment, promotion, and reassignment. Effects disciplinary measures. Supervisory Clinical Nurses may require one year of probationary period in a supervisory position.

Nurse Practitioner through advanced competence in primary health care provide direct comprehensive nursing, preventive and therapeutic health services to individuals, families, or groups. This includes assessing the health status of individuals, managing the care of selected patients, and providing treatment, health teaching, counseling, guidance, and instruction to individuals/families so that they participate in a plan of care.

Nurse Anesthetist administer anesthetic agents and provide supportive treatment to patients undergoing surgery and other medical procedures.

Nurse Educator develop, provide and administer educational programs and activities for nurses. They teach courses, develop technical phases of educational programs, plan curriculum content and methods of teaching.

Nurse Consultant: provide consultation and advisory service with respect to one or more facets of the nursing field. Services cover a broad range of activities involving assessing, planning, implementing, coordinating and evaluating nursing programs.

SELECTIVE PLACEMENT FACTOR: Selective factors are knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. ***APPLICANTS WHO DO NOT MEET THE FOLLOWING SELECTIVE PLACEMENT FACTORS FOR THE POSITION APPLYING FOR ARE INELIGIBLE FOR FURTHER CONSIDERATION.***

All Nurses: Must possess and maintain a current, active, and unrestricted nursing license in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Nurse Anesthetist: Must possess and maintain a current, active, and unrestricted nurse anesthetist license in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States that includes and/or conveys prescriptive authority up to and including schedule II narcotics and must have national certification by an appropriate certifying body. EXCEPTION: Individuals who have obtained a qualifying degree within the 6 months preceding appointment, may be appointed with the stipulation that they obtain certification within 6 months of their entrance on duty.

Nurse Practitioner: Must possess and maintain a current, active, and unrestricted nurse practitioner license in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States that includes and/or conveys prescriptive authority up to and including schedule II narcotics and must have national certification by an appropriate certifying body. EXCEPTION: Individuals who have obtained a qualifying degree within the 6 months preceding appointment, may be appointed with the stipulation that they obtain certification within 6 months of their entrance on duty.

If applicable, selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal Service.

QUALIFICATION REQUIREMENTS: Except for the substitution of education as provided in the Operating Manual Qualification Standards for General Schedule Positions, applicants must have had the following type of experience, in the amounts indicated.

BASIC REQUIREMENTS:

EDUCATION: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

EVALUATION OF EDUCATION: At the GS-5 level, successfully completed undergraduate course work in nursing; the behavioral, physical, or biological sciences related to nursing; nutrition; public health; and maternal and child health in excess of that required for completion of an associate degree may be substituted for professional nursing experience at the rate of 1 academic year for 9 months of experience. Applicants for Community Health Nurse positions at GS-5 and above must have graduated from a baccalaureate or higher degree nursing program.

GRADUATE-LEVEL EDUCATION must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled. Applicants for nurse anesthetist positions at GS-9 and above must have graduated from a course of study for nurses in anesthesia of at least 18 month's duration that was accredited by the American Association of Nurse Anesthetists for the year of their graduation. Applicants for nurse midwife positions must have completed an organized program of study and clinical experience recognized by the American College of Nurse Midwives.

EVALUATION OF EXPERIENCE: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. At GS-9 and above, many positions require experience in a specialty area of nursing.

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	AND/OR	EXPERIENCE
GS-4	Completion of a program of less than 30 months' duration or associate degree	OR	1 year of nursing experience as a military corpsman
GS-5	Completion of a program of less than 30 months' duration or associate degree	AND	1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse
OR	Completion of a programs of at least 30 months' duration or 4 academic years above high school or bachelor's degree		None
GS-7	Completion of a professional nursing program	AND	1 year of experience equivalent to at least the GS-5 level
OR	1 full year of graduate education or bachelor's degree with superior academic achievement		None
GS-9	2 full years of progressively higher level graduate education or a master's or equivalent degree	OR	1 year of experience equivalent to at least GS-7 level
GS-11	Completion of all requirements for a doctoral degree (Ph.D. or equivalent) or 3 full years of progressively higher level graduate education	OR	1 year of experience equivalent to at least the GS-9 level
GS-12 and above	None		1 year of experience equivalent to at least the next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

SUPERIOR ACADEMIC ACHIEVEMENT FOR GS-7: BSN graduates may qualify for GS-7 by showing superior academic achievement by meeting one of the follow provisions:

A. Standing in the upper third of your class based on completed college work at the time of application for the position.
B. College grade-point average of 3.0 or better on a 4.0 scale. This is either:
   1. The average of all completed college courses at the time you apply for the position; or
   2. The average of all college courses completed during the last 2 years of your undergraduate curriculum.
C. College grade-point average of 3.5 or better on a 4.0 scale in your major field (nursing). This is either:
   1. The average of completed courses in nursing at the time you apply; or
   2. The average of college courses completed in nursing during your last 2 years of the undergraduate curriculum.
D. Election to membership in one of the national honorary scholastic societies (other than freshman honor societies), such as Sigma Theta Tau, meeting the minimum requirements of the Association of College Honor Societies.

LENGTH OF ELIGIBILITY: Your application will remain active for one year from the date you are rated eligible. You will be removed from consideration due to acceptance of a permanent position or for other reasons. You will not be removed from the list of eligibles if you accept a temporary position unless you submit notice of your non-interest in other positions. Your eligibility may be extended for an additional one-year period.

EMPLOYMENT INTERVIEWS: Applicants may be required to demonstrate in a pre-employment interview that they possess the personal qualifications necessary for successful performance.

UNPAID AND VOLUNTEER EXPERIENCE: The experience requirements may be satisfied with pertinent unpaid or volunteer work.

BASIS OF RATING: There is no written test. Candidates will be rated on a scale of 70 to 100, based on the extent and quality of your education, experience, and training as they relate to the duties of the position and grade your applying for. Your rating will be based on the information on your application and on any additional information obtained by this office. You will be rated for all grade levels for which you qualify and indicate you will accept. Indian preference candidates will be rated against the Preston Standards.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated to determine the extent to which their education, work related experience, training, awards, professional recognition and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required to perform the duties and responsibilities described above.

A COPY OF YOUR CURRENT LICENSE AND OFFICIAL TRANSCRIPTS MUST ACCOMPANY YOUR APPLICATION.

KSAP'S SUPPLEMENTAL QUESTIONNAIRE

Applicants are encouraged to address the following KSAP's on a separate sheet attached to their application.
They will be the basis for determining which applicants are best qualified.

Clinical Nurse (Inpatient):
1. Knowledge of care planning in the inpatient setting
2. Ability to implement a variety of complex nursing interventions
3. Ability to maintain the functioning of the hospital nursing unit

Clinical Nurse (Outpatient):
1. Knowledge of care planning in the ambulatory care setting
2. Ability to implement a variety of an ambulatory care nursing interventions
3. Ability to maintain the functioning of the ambulatory care nursing unit

Supervisory Clinical Nurse:
1. Ability to maintain the functioning of the nursing unit
2. Ability to apply principles of administration and management to the nursing unit

Community Health Nurse:
1. Knowledge of Public Health Nursing
2. Knowledge of communicable disease and immunizations
3. Knowledge of health promotion/disease prevention
4. Ability to educate and motivate clients in the community setting

Nurse Practitioner:
1. Knowledge of health assessment, diagnosis and treatment
2. Ability to educate and motivate patients and staff

Nurse Anesthetist:
1. Ability to function as a member of the surgical team
2. Knowledge of anesthesia and airway management

Nurse Specialist:
1. Knowledge of clinical or specialty area
2. Ability to lead and direct others in the work setting

Nurse Educator:
1. Knowledge of program planning and evaluation
2. Knowledge of principles and practice of adult education
3. Knowledge of clinical practice

Nurse Consultant:
1. Knowledge of advanced nursing principles, theories, and concepts
2. Ability to apply nursing and management principles and standards of care to rural and transcultural settings
3. Ability to identify and assess program needs and to resolve problems
4. Ability to communicate orally and in writing

FOR ADDITIONAL INFORMATION CONTACT ***Natanya Riggs*** AT ***(406) 247-7246***. ALL APPLICATIONS ARE SUBJECT TO RETENTION, NO REQUESTS FOR COPIES WILL BE HONORED.

THIS IS AN AEP TARGETED POSITION: YES ■ NO ☐

THE BILLINGS AREA INDIAN HEALTH SERVICE IS A SMOKE FREE WORK ENVIRONMENT

PROGRAM MANAGER	DATE 1/13/06	HUMAN RESOURCES OFFICER	DATE 1/10/2006

BAIHS REV: 01/01/06

HOW TO APPLY

NOTE: It is the Applicant's responsibility to ensure they have submitted a complete application.

Choose one of the following forms to apply for this job.
Please submit one application or resume for each job you are applying for.

Optional Application for Federal Employment (OF-612) with Declaration for Federal Employment (OF-306) **Failure to submit a signed OF-306 will make you ineligible for consideration.**	**Application for Federal Employment (SF-171)** **Unless a signed OF-306 is submitted, Failure to answer questions 38-47 and sign the form will make you ineligible for consideration.**	**Resume or Other written application format with Declaration for Federal Employment (OF-306)** **Failure to submit a signed OF-306 will make you ineligible for consideration.**

An OF-306 may be obtained at: http://www.opm.gov/forms/pdf_fill/of0306.pdf

All applicants must ensure the application you submit contains the following required documentation. Failure to submit all required documentation with your application will result in your application being incomplete. Applicants with incomplete applications will not be considered for the position.

Your resume or other application format **MUST** contain the following information:

- **QUESTIONNAIRE FOR CHILD CARE POSITIONS BY THE CRIME CONTROL ACT OF 1990** must be submitted by **ALL** applicants. A **YES** to any of the questions may remove you from competition.
- **JOB INFORMATION**
  - Announcement number and lowest grade you wish to be considered for.
  - To receive consideration under the Merit Promotion Plan and the Excepted Service Examining Plan you must submit a written request with your application.
- **PERSONAL INFORMATION**
  - Full name, mailing address (with zip codes), day and evening telephone numbers.
  - Social Security Number
  - Country of citizenship
  - Do any of your relatives work for the Agency or Government organization to which you are submitting your application? If so, please list name, relationship, location.
- **EDUCATION**
  - **Official Transcripts must be submitted**
- **WORK EXPERIENCE** - *Give the following for your paid and non-paid work experience related to the job for which you are applying:*
  - Job title
  - Duties
  - Employer/Supervisor's name, address and/or telephone number
  - Starting and ending dates of employment must include - month and year
  - ***Average hours worked per week***
  - Indicate if we may contact your current supervisor
- **OTHER QUALIFICATIONS**
  - Job related training courses (title and year)
  - Job related skills, for example: other languages, computer software/hardware, tools, machinery, typing speed
  - Job related certificates and licenses (if you are a licensed medical professional, submit a copy of your license to practice)
  - Honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards

Submit the following documents along with your chosen application format if you are in **any** of the following categories:

COMMISSIONED OFFICER	**INDIAN PREFERENCE** Excepted Service Examining Plan	**VETERAN PREFERENCE**	**FEDERAL EMPLOYEE** Merit Promotion Plan (Current, Former, or Displaced Employees)	**DELEGATED EXAMINING** (Outside of the Federal Government)
Current Billet description (if available) Submit a copy of your most recent Commissioned Officer Effectiveness Rating (COER).	Verification of Indian Preference for Employment – **must submit (BIA Form 4432)** Current Billings Area IHS employees may state that proof of Indian preference is on file in their Official Personnel Folder. **Current or former federal employee must submit most recent FINAL performance appraisal rating.**	DD-214 Form (Honorable Discharge) Form SF-15, if claiming 10-point preference (must submit additional required documents listed on the SF-15) **Must be submitted to receive preference.**	***Current Federal Employees or Reinstatement Eligible Individuals*** must submit Notification of Personnel Action SF50-B, which shows #24 **Tenure** and #34 **Position Occupied**. *Current Permanent Employees and Reinstatement Eligible Individuals* **must submit most recent** FINAL **performance appraisal rating.** If No Performance Appraisal is available, applicants must provide written justification for its absence.	***Current Federal Employees or Reinstatement Eligible Individuals*** must write on their application that they wish to be considered under Delegated Examining. If this statement is not on the application and an SF-50 is received, the applicant will be considered under the Merit Promotion Plan.

Revised 09/09/03

Required Application Questionnaire for Child Care Positions

NAME (PLEASE PRINT) _____ SOCIAL SECURITY NUMBER _____

Nurse — JOB TITLE IN ANNOUNCEMENT

BA-DEU-05-02 — ANNOUNCEMENT NUMBER

CITIZENSHIP:
Are you a U.S. Citizen? YES ☐ NO ☐ If no, give the country of your citizenship.

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge

Section 408 of the Miscellaneous Indian Legislation, Public 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

PERSONS APPOINTED TO POSITIONS WITH THE INDIAN HEALTH SERVICE CONSIDERED TO HAVE REGULAR CONTACT WITH OR CONTROL OVER INDIAN CHILDREN SHALL NOT HAVE BEEN FOUND GUILTY OF, OR ENTERED A PLEA OF NOLO CONTENDERE OR GUILTY TO, ANY FELONIOUS OFFENSE, OR ANY OF TWO OR MORE MISDEMEANOR OFFENSES UNDER FEDERAL, STATE, OR TRIBAL LAW INVOLVING CRIMES OF VIOLENCE; SEXUAL ASSAULT, MOLESTATION, EXPLOITATION, CONTACT OR PROSTITUTION; OR CRIMES AGAINST PERSONS; OR OFFENSES COMMITTED AGAINST CHILDREN. RESPONDING "YES" TO EITHER OF THE FOLLOWING QUESTIONS, OR FAILURE TO PROVIDE COMPLETE INFORMATION MAY CONSTITUTE REASON TO CONSIDER YOU INELIGIBLE FOR THE POSITION IDENTIFIED ABOVE.

Have you ever been arrested for or charged with a crime involving a child? *[If "YES" provide the information requested below]* **YES** ☐ **NO** ☐

Date (mo/yr)	Charge	Felony/ Misdemeanor	Disposition	City/State of charge/crime	Police Dept/ Court

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any offense under Federal (this includes military service), State (this includes municipalities), or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons? *[If "YES" provide the information requested below]* **YES** ☐ **NO** ☐

Date (mo/yr)	Charge	Felony/ Misdemeanor	Disposition	City/State of charge/crime	Police Dept/ Court

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to $10,000 or 5 years Imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature _____ Date

SIGNATURE AND CURRENT DATE REQUIRED

Revised 5-15-02

Work and Location Availability Form
Billings Area Indian Health Service
Billings, Montana

Name Date

Work Locations
Please indicate your preference for areas of consideration

- ☐ PHS Indian Hospital, Blackfeet Reservation, Browning, Montana
- ☐ PHS Indian Health Center, Blackfeet Reservation, Heart Butte, Montana
- ☐ PHS Indian Hospital, Crow Reservation, Crow Agency, Montana
- ☐ PHS Indian Health Center, Crow Reservation, Lodge Grass, Montana
- ☐ PHS Indian Health Center, Crow Reservation, Pryor, Montana
- ☐ PHS Indian Health Center, Northern Cheyenne Reservation, Lame Deer, Montana
- ☐ PHS Indian Health Center, Fort Belknap Reservation, Harlem, Montana
- ☐ PHS Indian Health Center, Fort Belknap Reservation, Hays, Montana
- ☐ PHS Indian Health Center, Fort Peck Reservation, Poplar, Montana
- ☐ PHS Indian Health Center, Fort Peck Reservation, Wolf Point, Montana
- ☐ PHS Indian Health Center, Wind River Reservation, Fort Washakie, Wyoming
- ☐ PHS Indian Health Center, Wind River Reservation, Arapahoe, Wyoming
- ☐ No Preference

Call Back Duty and Rotating Shift Work
Please indicate those you will accept

We try not to rotate or call back employees. However, workload may occasionally require this. Applicants who are not willing to rotate or be called back will not be considered for Nurse positions that require rotating shifts or call back. These include but are not limited to Inpatient, Emergency Room and Operating Room positions.

- ☐ I will accept call back duty
- ☐ I will not accept call back duty
- ☐ I will accept rotating shifts
- ☐ I will not accept rotating shifts

Type of Appointment
Please indicate those you will accept

☐ Permanent ☐ Term ☐ Temporary

Work Schedule
Please indicate those you will accept

☐ Full-time ☐ Part-time ☐ Intermittent

Type of Shift
Please indicate your preference

☐ Days ☐ Nights ☐ Weekends