



# PALAU COMMUNITY COLLEGE

P.O. Box 9

**Koror, Republic of Palau PW 96940**

**Tel : (680)488-2470 Fax: (680)488-2447**

## APPLICATION FOR EMPLOYMENT

<b>GENERAL INSTRUCTIONS:</b> Read the Certificate at the end of this application before filling it in. Type or print all answers clearly. Answer all questions fully and accurately. Fill in, sign, and return to Palau Community College Personnel Office. If you change your address, notify the College.					DO NOT WRITE IN THIS SPACE
1. KIND OF JOB APPLIED FOR			2. ANNOUNCEMENT NUMBER		
3. OTHER JOBS IN WHICH YOU ARE INTERESTED					
4. NAME (First, Middle, Last) Ms. Mr. Mrs.			5. SOCIAL SECURITY NUMBER		
6. MAILING ADDRESS (P.O. Box # or Number and Street)			7. PHONE NUMBERS		
8. CITY AND STATE			ZIP CODE		Home _____
					Work _____
9. CITIZENSHIP		10. BIRTH DATE (Month, Day, Year)		11. BIRTH PLACE	
12. PRESENT RESIDENCE		13. PERMANENT RESIDENCE		14. PERSON ALWAYS ABLE TO CONTACT YOU.	
15. LIST LANGUAGES YOU KNOW	Indicate your knowledge by placing "X" in the proper columns.				Name: _____
	Read	Speak	Understand	Write	Address _____
PALAUAN					_____
ENGLISH					_____
OTHER					Email Add. _____
OTHER					Phone #. _____
<b>16. WITHIN THE LAST FIVE YEARS HAVE YOU:</b> <span style="margin-left: 20px;">A) BEEN FIRED FOR ANY REASON?</span> <span style="margin-left: 20px;">B) QUIT A JOB TO AVOID BEING FIRED?</span> <span style="margin-left: 20px;">C) BEEN CONVICTED OF AN OFFENSE OR FORFEITED BAIL.</span>					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No					
17. LOWEST PAY YOU WILL ACCEPT?		18. WILL YOU TRAVEL? (Check one)		19. WHEN WILL YOU BE AVAILABLE?	
\$ _____ per _____		None ___ Some ___ Often ___			
<b>20. LAST PREVIOUS EMPLOYMENT WITH REPUBLIC OF PALAU GOVERNMENT, OTHER GOVERNMENTS OR AGENCY?</b>					
Job Title		Pay Level	From (Month, Year)		To (Month, Year)
<b>21. Please submit a resume include three references, official transcript, copy of you degree(s) and any other supporting document(s) along with this application.</b>					
<p><b>ATTENTION: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION</b></p> <p>I Certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying documents) will be cause for denial of employment, regardless of when or how it was discovered.</p> <p>I further authorize investigation of all statements contained in this application (or any other accompanying documents) as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.</p>					
PLEASE SIGN HERE	SIGNATURE OF APPLICANT (Do not print)			DATE (Month, Day, Year)	

1<sup>st</sup> REV. March 2005, 2<sup>nd</sup> REV. Nov. 2006, 3<sup>rd</sup> REV. March 2010

**PALAU COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY ACTION EMPLOYER**