



# APPLICATION FOR EMPLOYMENT

GENERAL INSTRUCTIONS: Read the Certification at the end of this application before filling it in. Type or print all answers clearly and accurately. Fill in, Sign and Return to Palau International Coral Reef Center Administration Office.

## I. GENERAL INFORMATION

|   |   |                                   |                     |
|---|---|-----------------------------------|---------------------|
| 1. Kind of Job Applied For (Position Title):  |   |                                   |                     |
| 2. Name (First, Middle, Last):  |   | 3. R.O.P. Social Security Number: |                     |
| 4. Mailing Address:   |   | 5. City & State                   | Zip Code            |
| 6. Date of Birth:   | 7. Age:                                       | 8. Marital Status:                | 9. Gender:          |
| 10. Citizenship:  | 11. Phone Numbers:<br>Home: _____ Work: _____ |                                   | 12. E-mail Address: |
| 13. Languages you know: (Indicate your knowledge by placing an "X" in the proper space)<br>English _____ Read _____ Speak _____ Understand _____ Write _____<br>Palauan _____ Read _____ Speak _____ Understand _____ Write _____<br>Other _____ Read _____ Speak _____ Understand _____ Write _____  |   |                                   |                     |
| 14. Within the last five (5) years, have you: (a) Been Fired or Forced to Resign? Yes <input type="checkbox"/> No <input type="checkbox"/><br>(b) Taken or Tested Positive on Drugs? Yes <input type="checkbox"/> No <input type="checkbox"/><br>(c) Been Convicted of an Offense or Forfeited Bail? Yes <input type="checkbox"/> No <input type="checkbox"/> If your answer is "Yes" to (a), (b), or (c) please explain:<br>_____<br>_____ |   |                                   |                     |

## II. MEDICAL INFORMATION

Do you have any physical condition or illness that could limit your performance or create a safety hazard for yourself or others on the job for which you are applying? Yes  No   
 If your answer is YES, please explain:  
 \_\_\_\_\_

**III. EDUCATION**

|   | Name | Location | Yrs. Completed | Did you Graduate? | Degree |
|---|------|----------|----------------|-------------------|--------|
| 1. Grammar School                           |      |          |                |                   |        |
| 2. High School                              |      |          |                |                   |        |
| 3. College/ University                      |      |          |                |                   |        |
| 4. Other (Trade School, etc) _____<br>_____ |      |          |                |                   |        |

5. Special qualifications, skills, honors, etc.: \_\_\_\_\_  
\_\_\_\_\_

**IV. EMPLOYMENT HISTORY** (List (2) previous employment, most recent first)

1. Name of Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
 Name & Title of Immediate Supervisor: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ per annum Final Salary: \$ \_\_\_\_\_ per annum  
 Reason for Leaving: \_\_\_\_\_

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 Name & Title of Immediate Supervisor: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ per annum Final Salary: \$ \_\_\_\_\_ per annum  
 Reason for Leaving: \_\_\_\_\_

**V. REFERENCE** (Not Relatives or Immediate Supervisors on previous page)

| Name | Address | Occupation | Years Acquainted |
|------|---------|------------|------------------|
|      |         |            |                  |
|      |         |            |                  |

May your present and/or former employer be contacted? Yes  No  If your answer is "No", explain why? \_\_\_\_\_

\_\_\_\_\_

**VI. OTHER** (Briefly State Helpful Information)

\_\_\_\_\_

\_\_\_\_\_

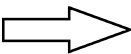
**VII. CERTIFICATION**

***ATTENTION: Read the following carefully before signing this application.***

A false answer or statement or attempt to practice deception or fraud in this application is grounds for rating you ineligible for employment with Palau International Coral Reef Center (PICRC), or for dismissing you from PICRC employment appointment. All statements made in this application are subject to investigation, including a check of court records and former employers. All information pertinent to this application will be considered in determining your present fitness for Palau International Coral Reef Center (PICRC's) employment.

**CERTIFICATION**

**I CERTIFY**, that I have read and understood the foregoing paragraph. **I FURTHER CERTIFY**, that all of the answers and statements made in this application are true, complete and correct to the best of my knowledge.

**PLEASE SIGN HERE**  \_\_\_\_\_ Date \_\_\_\_\_

| <b>FOR PICRC USE ONLY</b>  |                           |              |
|--|---------------------------|--------------|
| Date & Time of Interview _____                                     | Interviewer: _____        |              |
| Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of Employment: _____ | Level: _____ |
| Remarks: _____   |                           |              |
|  |                           |              |
| Print Name & Title: _____  | Signature: _____          | Date: _____  |