



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS TO APPLICANTS: *Please read the following carefully before completing the application. If you need assistance in completing this application, please contact the Guam Visitors Bureau at 646-5278.*

Filling in the Application:

Complete this application by printing in black/blue ink or typing. Give full and complete information. Your failure to do so may result in your being denied admission to an examination for which you are eligible. The information given must be true and correct; false statements are basis for rejection of your application or removal from employment with the Guam Visitors Bureau. For questions that do not apply to you, write in N/A (Not Applicable).

Mailing of Notices:

The Guam Visitors Bureau will send all notices via U.S. Mail. Be sure to check your mail regularly. EXCEPTION WILL NOT BE MADE IF YOU FAIL TO RECEIVE A NOTICE THAT WAS PROPERLY MAILED TO YOU. Address all communications to:

Guam Visitors Bureau
Attention: Director of Finance and Administration
401 Pale San Vitores Road
Tumon, Guam 96913

To ensure that notices are addressed correctly, you must inform the Guam Visitors Bureau of any change in address.

Required Documents:

To validate credentials you may claim, (example: High School Diploma/GED Certificate, College Degree, College Transcripts, DD-214), an original/copy or certified copy of the document(s) must accompany the application. Failure to provide proof may result in your disqualification. If selected, you will be required to submit a recent Police and Court Clearance.

Preference Points:

If you wish to claim Veteran's Preference, you must provide the Guam Visitors Bureau a copy of your DD Form 214, Armed Services for the United States Report of Transfer or Discharge. To be eligible for veteran's preference, a person must have completed at least 180 consecutive days of service in the Armed Forces of the United States and must have received an honorable or general discharge.

If you wish to claim Persons with a Disability Preference, you must complete and submit the Government of Guam Persons with a Disability Certification Form. This may be obtained from the Department of Administration, Personnel Services Division.

Preference points shall not be granted unless proof of eligibility is submitted. Preference points are not given unless minimum qualification requirements are met. For positions requiring written, physical agility, typing, stenography, or oral test, a passing score must be obtained before any preference points are granted.