



EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION INSTRUCTIONS: Give full and complete information. For questions, which do not apply to you, please write "N/A" (Not Applicable). Your Social Security Number is necessary to maintain proper identification of your records. Refer to the page entitled "GENERAL INSTRUCTIONS & INFORMATION" for further information.

1. POSITION APPLIED FOR: _____ 2. JOB ANNOUNCEMENT NO.: _____ 3. LOWEST SALARY ACCEPTABLE: _____

4. NAME: Last _____ First _____ Middle _____ 5. SOCIAL SECURITY NO.: _____

6. MAILING ADDRESS: P.O. Box or Street Number _____ City _____ State _____ Zip Code _____

7. HOME ADDRESS: Street Number _____ City _____ State _____ Zip Code _____

8. TELEPHONE NO.: Home _____ Work: _____ Cell: _____ E-mail: _____

9. EDUCATION: Please check and indicate all of your formal educational accomplishments:

High School Graduate - School: _____
 Location: _____ Year Graduated: _____

Completed G.E.D. - School: _____
 Location: _____ Certificate No.: _____ Year Graduated: _____

Indicate Last Grade Completed in High School (circle one): 9th 10th 11th
 School: _____

Name and Location of College/University	Dates of Attendance		Credit Hrs. Completed		Course of Study	Type of Degree	Year Earned
	From	To	Sem.	Qtr.			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Major Undergraduate Courses	Sem. Hrs.	Qtr. Hrs.	Major Graduate College Courses	Sem. Hrs.	Qtr. Hrs.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

10. LIST MANUALS, EQUIPMENT, LICENSES, SPECIAL TRAINING, AND/OR CERTIFICATES PERTINENT TO THE POSITION APPLIED FOR: _____

WORK EXPERIENCE

This portion must be accurate and complete. Please be as detailed as possible to obtain full credit for your work experience. Applications lacking sufficient information may be rejected. Under A, please indicate whether it is your PRESENT OR LAST EMPLOYER IF NOT CURRENTLY EMPLOYED. List your entire work history, including part-time, volunteer and detail appointments. List jobs in order by starting with your present job, or last job if you are unemployed. List each promotion as a separate job. Duties should include most difficult or most important responsibilities, and/or most significant accomplishments in the position held, to include percentage of time spent. Supervisory experience is a combination of subject matter knowledge and skills and/or managerial abilities related to getting the work done through other. Please attach a resume in necessary.

A. NAME OF FORMER EMPLOYER/
MAILING ADDRESS: _____
Present or Last Employer _____

Telephone No.: _____
From: mo. _____ day _____ year _____
To: mo. _____ day _____ year _____

Immediate Supervisor: _____
HRS. WORKED PER WEEK: _____

Position Title: _____ Salary: _____ Reason for Leaving: _____

Type of Business (i.e. construction) _____ This Position Is: _____ Supervisory _____ Non-Supervisory / _____ Permanent _____ Temporary

Specific Duties Performed and Percentage of Time Spent: _____ %

B. NAME OF FORMER EMPLOYER/
MAILING ADDRESS: _____

Telephone No.: _____
From: mo. _____ day _____ year _____
To: mo. _____ day _____ year _____

Immediate Supervisor: _____
HRS. WORKED PER WEEK: _____

Position Title: _____ Salary: _____ Reason for Leaving: _____

Type of Business (i.e. construction) _____ This Position Is: _____ Supervisory _____ Non-Supervisory / _____ Permanent _____ Temporary

Specific Duties Performed and Percentage of Time Spent: _____ %

C. NAME OF FORMER EMPLOYER/
MAILING ADDRESS: _____

Telephone No.: _____
From: mo. _____ day _____ year _____
To: mo. _____ day _____ year _____

Immediate Supervisor: _____
HRS. WORKED PER WEEK: _____

Position Title: _____ Salary: _____ Reason for Leaving: _____

Type of Business (i.e. construction) _____ This Position Is: _____ Supervisory _____ Non-Supervisory / _____ Permanent _____ Temporary

Specific Duties Performed and Percentage of Time Spent: _____ %

11. USE THIS BLOCK TO CONTINUE YOUR RESPONSES TO ANY NUMBERED SECTIONS OR ITEMS: (Please specify No. of item.)

12. REFERENCES: List three persons who have definite knowledge of your qualifications. Use major professors, department chairs, deans or others who have had the opportunity to evaluate your work. If possible, please ask your references to send a confidential evaluation directly to the Guam Visitors Bureau.

NAME ADDRESS TITLE

**IMPORTANT INFORMATION
PLEASE READ BEFORE SIGNING THIS APPLICATION**

Job Application: The job application you submit is considered current for one year from the date the eligibility list is established.

IT IS YOUR RESPONSIBILITY TO INFORM THIS OFFICE OF ANY CHANGES TO YOUR ADDRESS OR TELEPHONE NUMBER.

Evaluation Methods: To determine your qualifications for the position, which you are applying, job related tests designed to reveal your capacity to successfully perform the duties of the position might be utilized. Most positions require an evaluation of your application to determine your qualification based on a rating of your education and experience. Additional examinations such as a written and a performance test/exercise may be required depending on the particular job requirements of the position. The top eligibles will be referred for employment consideration for each vacancy subject to Guam Visitors Bureau Policies and Guidelines. If a selection interview is required, you will be notified. Failure to submit to employment requirements will result in an ineligible rating.

Drug Screening: Upon selection for employment, you must take and pass urinalysis testing for illegal use of drugs. In addition, Guam Visitors Bureau employees are subject to their respective Drug-Free Work Place Program requirements. Failure to submit to drug testing will result in immediate disqualification or disciplinary action.

Background Investigation: When you sign this job application, you authorize the Guam Visitors Bureau to seek and obtain information regarding your suitability for employment. All factors, which are job related, may be investigated (e.g., previous employment, educational credentials, and criminal record). All information obtained may be used to determine your eligibility for employment in accordance with equal employment opportunity guidelines. In addition, when you sign this application, you release previous employers and job related sources from legal liability for the information they provide.

Probationary Period: If you are selected for permanent appointment to a classified position, you must initially undergo a probationary period subject to the Policies and Guidelines of the Guam Visitors Bureau. All Limited Term Appointment (LTA) employees or unclassified employees do not serve a probationary period and are subject to termination at will.

APPLICANT STATEMENT

(ATTENTION: Read the following certification and agreement before signing this application.)

I, _____, hereby certify that all statements made on this application are true, complete,
(PRINT NAME)
and correct to the best of my knowledge. I understand that any false or dishonest answer to any question on this application may be grounds for rating me ineligible for employment or for dismissing me after an appointment. I hereby authorize the use of my social security number for the purpose of record keeping and authorize any investigation of all statements made, my personal history, including checks of fingerprints, police records and former employers and all other information as deemed necessary to make a proper employment decision. I hereby release previous employers/related sources from legal liability for information they provide regarding my suitability for employment with the Guam Visitors Bureau.

SIGNATURE OF APPLICANT (sign in blue/black ink)

DATE

PERSONAL CONTACT

(Optional: In the event that we are unable to contact you, please give two names for reference.)

NAME

ADDRESS

TELEPHONE NO.

RELATIONSHIP

Guam Visitors Bureau
SUITABILITY DETERMINATION

Name:	Social Security Number:	Agency:	Position Title:
<p>The following information will be used to determine your suitability for employment. Convictions, dismissals from employment, or dishonorable separations from military service do not mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position applied for. If more space is needed, attach an additional sheet and reference the appropriate question.</p>			
DISMISSAL FROM EMPLOYMENT/DISHONORABLE SEPARATIONS FROM MILITARY SERVICE			
within the past seven years, were you:			
1. Discharged (fired) from employment for any reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Asked to resign (quit) after being informed that your employer intended to discharge (fire) you for any reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Separated from military service under conditions other than honorable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If "yes" to any of the questions above, please give: Employer's Name/address: _____</p> <p>Date of Action: _____ Reason in each case: _____</p>			
CONVICTION FOR VIOLATION OF LAW			
Have you been convicted of one or more violations of law (e.g., felony, misdemeanor, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>In answering this question, also consider that you may answer "NO" if the following applies:</p> <p>1. All offenses FOR which you were tried were as a minor or juvenile <input type="checkbox"/> Yes <input type="checkbox"/> No 2. All convictions were annulled or expunged (however see note below) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>Note: If you were previously convicted of a felony and had your conviction expunged, you are not eligible to be employed in any peace officer position (4 GCA 4203.1). In addition, if you were administratively pardoned of any crime, you are not eligible to be employed as a police officer (10 GCA 77 11 4. Please do not apply for these positions.</small></p>			
Have you ever been convicted of any act, attempt, or conspiracy to overthrow the State/Government of Guam or the Federal Government by force or violence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>If "yes" to any of the above, you must submit a Police Clearance no older than one month from the application date. Also, you must attach an additional sheet of paper to this form explaining the incident including dates, circumstances, and the penalty imposed.</p>			
APPLICANT STATEMENT			
(ATTENTION: Read the following certification and agreement before signing this form.)			
<p>I, _____, hereby certify that all statements made on this suitability form are true, and correct to the (Print Name) _____ best of my knowledge.</p> <p>I understand that any false or dishonest answer to any question on this form may be grounds for rating me ineligible or for dismissing me after an appointment.</p>			
SIGNATURE OF APPLICANT		DATE	
_____		_____	
DATE (sign in blue/black ink)		DATE	