



PALAU PUBLIC UTILITIES CORPORATION

INSTRUCTION FOR APPLICATION FOR EMPLOYMENT

Dear PPUC Applicant:

Thank you for your interest in possible employment with Palau Public Utilities Corporation.

In order to expedite our review and screening of your application, please return the attached Application for Employment with the following:

- 1. Copy of GED certificate, if possible;*
- 2. Copy of High School Diploma, if only a high school graduate;*
- 3. Copy of Community College Certificate, if graduated; Transcript, if non-graduate;*
- 4. Copy of BA and/or BS Certificate, if graduated; Transcripts if non-graduate;*
- 5. Original Police Clearance from Palau Bureau of Public Safety;*
- 6. Copy of Identification Card;*
- 7. Copy of Palau Social Security Card;*
- 8. Employment and Personal Reference Letter; and*
- 9. Other references and/or documentation that verify your work experience.*

Once the screening process is complete, you will be contacted accordingly.

Attachment: APPLICATION FOR EMPLOYMENT

Applicant's Name: _____

Date Submitted: _____

Received by: _____ **PPUC Rep:** _____



PALAU PUBLIC UTILITIES CORPORATION

APPLICATION FOR EMPLOYMENT

Applicant E-mail Address: _____

We are an equal employment opportunity employer, dedicated to a policy on non-discrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential functions.

Personal Information

Name (First, Middle, Last) _____
Social Security Number

List all other names you have used or known by: _____

Present Address (Residence) P.O. Box City State Zip

Birth Date Telephone No: Home _____ Work: _____

Person to call in case of emergency: Name: _____ Phone No: _____

Address (if different from above) Relationship: _____

Optional Information

Marital Status Single Married Widow Divorced Separate

Sex: _____ Age: _____ Height: _____ Weight: _____

Citizenship: Republic of Palau United States Others: _____

Nationality: _____

Position Applied For:

Other jobs in which you are interested: _____

Salary desired: _____ Hrly: _____ Bi-wkly: _____ Yrly: _____



List all language you know (Indicate by marking “X” in appropriate column)

Language	Read	Write	Speak	Understand
Palauan				
English				
Others (specify)				

Within the last five years, have you: been fired for any reason: Yes No Quit a job to avoid being fired: Yes No Been convicted of offense or forfeited bail: Yes No

Do you have any physical disability, chronic disease: Yes No Have you ever had nervous breakdown? Yes No Have you ever had tuberculosis? Yes No If you answer Yes to any of the questions, please give explanation below.

Education/Training History

School Name/Location	Yrs. Completed	Degree/Diploma
Elementary School		
High School		
College/University		
Technical Training		
Other		

List special qualifications, skills, honors (licenses, operate office machines, equipments, vehicles, construction equipments, etc) Typing _____ WPM Shorthand _____ WPM

Employment History (Please include all employment for the last five years starting from the present or most recent and work back)

Company Name _____ Manager/Supervisor’s Name _____

Address/Location _____ Phone Number: _____

Position Held: _____ Starting Salary: _____

Final Salary: _____

Period of Employment: From: _____ To: _____

Reason for Leaving: _____



Company Name	Manager/Supervisor's Name
Address/Location	Phone Number: _____
Position Held: _____	Starting Salary: _____ Final Salary: _____
Period of Employment: From: _____	To: _____
Reason for Leaving: _____	

Company Name	Manager/Supervisor's Name
Address/Location	Phone Number: _____
Position Held: _____	Starting Salary: _____ Final Salary: _____
Period of Employment: From: _____	To: _____
Reason for Leaving: _____	

Company Name	Manager/Supervisor's Name
Address/Location	Phone Number: _____
Position Held: _____	Starting Salary: _____ Final Salary: _____
Period of Employment: From: _____	To: _____
Reason for Leaving: _____	

Company Name	Manager/Supervisor's Name
Address/Location	Phone Number: _____



Position Held: _____

Starting Salary: _____

Final Salary: _____

Period of Employment: From: _____ To: _____

Reason for Leaving: _____

Reference (Please do not include relatives or former employers)

- | | | |
|-----------|---------------------|------------------|
| 1. _____ | _____ | _____ |
| Full Name | Business/Occupation | Telephone Number |
| 2. _____ | _____ | _____ |
| Full Name | Business/Occupation | Telephone Number |
| 3. _____ | _____ | _____ |
| Full Name | Business/Occupation | Telephone Number |

Work Availability

1. If your application receives favorable consideration, when will you be available to begin work?

2. Do you have any objection to working overtime? Yes No
3. Can you work overtime without prior notice? Yes No
4. Can you work on Saturday? Yes No
5. Can you work on Sunday? Yes No
6. Can you travel if required by this position? Yes No
7. Do you consider yourself to be a team player? Yes No

A false answer or statement, or attempt to practice deception or fraud in this application is grounds for rating you ineligible for employment with the Palau Public Utilities Corporation, or for dismissing you from employment with the Palau Public Utilities Corporation after appointment. All statements made in this application are subject to investigation, including a check of court records and former employers. All information pertaining to this application will be considered in determining your qualifications for employment with Palau Public Utilities Corporation

CERTIFICATION

I certify that I have read and understand 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 and are made in good faith.

Signature of Applicant (do not print)

Date

Other Comments:

