



# Palau National Communications Corporation (PNCC)

## EMPLOYMENT APPLICATION FORM

**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 PNCC Human Resources Office @ PNCC Headquarter located in Ngerusar, Airai State, Republic of Palau.

### I. GENERAL INFORMATION

1. Kind of Job Applied For ( <b>Position Title</b> )				2. Announcement Number <i>va.no.pncc</i> _____			
3. Name			4. Date of Birth		5. Age		
6. ROP Social Security Number				7. Marital Status		8. Gender	
9. Citizenship			10. Address (P.O. Box No., City/State & Zip Code)				
11. Contact Numbers Home: Work: Mobile: Email:				12. Person always able to contact you  Name: Contact No.:			
13. Languages you know (Indicate your knowledge by placing an "X" in the proper space)							
Palauan	Read		Speak		Understand		Write
English	Read		Speak		Understand		Write
	Read		Speak		Understand		Write
14. Within the last five (05) years, have you:				YES		NO	
a) Been Fired or Forced to Resign?							
b) Taken or Tested Positive on Drugs?							
c) Been Convicted of an Offense or Forfeited Bail?							
*If your answer is "YES" to (a), (b), or (c); please explain:							

### 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	No. of years Completed	Did you Graduate	Type of Degree
1. Grammar School					
2. High School					
3. College/University					
4. Other (Trade School, etc.)					
5. Special Qualifications, Skills, Honors, etc.:					

### IV. EMPLOYMENT HISTORY

List previous employment <b>(MOST RECENT FIRST)</b>	
<b>1. Name of Employer:</b>	<b>Address/Contact # &amp; Email:</b>
Name & Title of Immediate Supervisor:	
Type of Business:	
Duties Performed:	
Date Started:	Starting Salary:
Date Left:	Ending Salary:
<b>Reason for Leaving:</b>	
<b>2. Name of Employer:</b>	<b>Address/Contact # &amp; Email:</b>
Name & Title of Immediate Supervisor:	
Type of Business:	
Duties Performed:	
Date Started:	Starting Salary:
Date Left:	Ending Salary:
<b>Reason for Leaving:</b>	
<b>3. Name of Employer:</b>	<b>Address/Contact # &amp; Email:</b>
Name & Title of Immediate Supervisor:	
Type of Business:	
Duties Performed:	
Date Started:	Starting Salary:
Date Left:	Ending Salary:
<b>Reason for Leaving:</b>	

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**V. REFERENCE**

<b><i>Do not list relatives or immediate supervisors shown on previous page</i></b>			
Name	Address & Contact Numbers	Occupation	Years Acquainted


May your present and/or former employer be contacted? YES  NO  If you answer "NO", explain why?

**VI. OTHER**

Briefly state other helpful information

**VII. CERTIFICATION**

<b>ATTENTION: Read the following carefully before signing this application</b>
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 National Communications Corporation (PNCC)., or for dismissing you from PNCC employment after 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 National Communications Corporation's (PNCC's) employment.

<b>CERTIFICATION</b>
I CERTIFY, that I have read and understood the foregoing paragraph. <b>I FURTHER CERTIFY</b> , that all of the answers and statements made in this application are true, complete and correct to the best of my knowledge.
<b>PLEASE SIGN HERE</b>
 _____ <b>Date</b> _____

**FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION FORM**

Copy of Official ID with Photo (valid passport and/or drivers' license)	
Copy of ROP Social Security Card	
Current Police Clearance	
Copy of Education/Training/Technical Certification (Diploma; Degree; Certification, Licenses etc)	