

APPLICATION FOR EMPLOYMENT

PART I - APPLICANT INFORMATION		
1. POSITIONS APPLIED FOR	2. ANNOUNCEMENT NUMBER	FOR OFFICE USE
3. NAME (LAST, FIRST, MIDDLE)	4. SOCIAL SECURITY NUMBER	
5. MAILING ADDRESS	6. PHONE NUMBERS HOME MOBILE	7. CITIZENSHIP UNITED STATES OTHER Specify: _____
8. CITY, STATE, ZIP CODE	9. EMAIL ADDRESS	
10. BIRTHDATE	11. BIRTHPLACE	DO YOU HAVE A LEGAL RIGHT TO BE EMPLOYED IN THE CNMI OR U.S.? YES NO
12. GENDER	13. MARITAL STATUS	14. PERSON ABLE TO CONTACT YOU NAME: TEL NO.: EMAIL:
15. LIST THE LANGUAGES YOU KNOW SPEAK READ WRITE UNDERSTAND		
16. WITHIN THE LAST FIVE (5) YEARS, HAVE YOU:		
A) BEEN FIRED FOR ANY REASON?		YES NO
B) QUIT A JOB TO AVOID BEING FIRED?		YES NO
C) BEEN CONVICTED OF AN OFFENSE OR FORFEITED BAIL?		YES NO
IF YOUR ANSWER IS YES TO ANY OF THE QUESTIONS ABOVE, PLEASE PROVIDE AN EXPLANATION:		
17. LOWEST PAY YOU WILL ACCEPT	18. WHEN WILL YOU BE AVAILABLE TO BEGIN WORKING?	
19. ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING FOR WITHOUT REASONABLE ACCOMODATION? YES NO		
20. MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO		
21. ARE YOU RETIRED FROM AND RECEIVING BENEFITS FROM THE CNMI GOVERNMENT?		
YES YES, BUT QUALIFY FOR EXEMPTION PAYMENT TO 1 CMC 8392(a)		NO

PART II - EDUCATION & TRAINING

Official School Transcript and Diploma or Certificate MUST BE attached to this application upon submission for all education and training claimed

A) Name & Location of High School Attended	B) Highest Grade Completed		C) If Graduated, Give Date			
D) Name & Location of College/University Attended	DATES ATTENDED		DEGREES COMPLETED		CREDITS COMPLETED	
	FROM	TO	TYPE	YEAR		
E) Name & Location of other schools attended (Trade, Vocational, Business, Military, Correspondence)	DATES ATTENDED		F) List of other Certificates obtained			
	FROM	TO				
G) Special qualifications, skills, honors, (licenses, operate office machinery, data processing equipment, vehicles, construction equipment, etc.)					Words per minute	
					Typing	Shorthand

PART III - WORK EXPERIENCE

Fill in each blank completely. Start with your present or most recent employer and work back. Describe all your work, listing your most important duties first. If you supervised others, describe your supervisory responsibilities. If work was part-time show average number of hours worked per week. Account for all the time during the past ten years, including periods of unemployment.

1. Name and Address of Employer	Position Title	DO NOT WRITE IN THIS SPACE		
Dates of Employment	Number and Kind of Employees Supervised			
Salary	Grade or Pay Level	Name and Title of Immediate Supervisor	Hours Per Week	
Reason for Leaving		Employer Contact Information		
Description of Work				

PART III - WORK EXPERIENCE (CONTINUED)

2. Name and Address of Employer	Position Title	DO NOT WRITE IN THIS SPACE	
Dates of Employment	Number and Kind of Employees Supervised		
Salary	Grade or Pay Level	Name and Title of Immediate Supervisor	Hours Per Week
Reason for Leaving		Employer Contact Information	
Description of Work			

3. Name and Address of Employer	Position Title	DO NOT WRITE IN THIS SPACE	
Dates of Employment	Number and Kind of Employees Supervised		
Salary	Grade or Pay Level	Name and Title of Immediate Supervisor	Hours Per Week
Reason for Leaving		Employer Contact Information	
Description of Work			

Please use this space to describe or explain any gaps in employment.

PART III - WORK EXPERIENCE (CONTINUED)

4. Name and Address of Employer	Position Title	DO NOT WRITE IN THIS SPACE	
Dates of Employment	Number and Kind of Employees Supervised		
Salary	Grade or Pay Level	Name and Title of Immediate Supervisor	Hours Per Week
Reason for Leaving		Employer Contact Information	
Description of Work			

5. Name and Address of Employer	Position Title	DO NOT WRITE IN THIS SPACE	
Dates of Employment	Number and Kind of Employees Supervised		
Salary	Grade or Pay Level	Name and Title of Immediate Supervisor	Hours Per Week
Reason for Leaving		Employer Contact Information	
Description of Work			

Please use this space to describe or explain any gaps in employment.

PART IV - REFERENCES AND CERTIFICATION

LIST THREE PERSONS NOT RELATED TO YOU WHO HAVE DEFINITE KNOWLEDGE OF YOUR QUALIFICATIONS AND FITNESS FOR THE JOB YOU ARE APPLYING FOR. Do not list immediate supervisors already identified in this application.

Full Name	Position Title	Contact Number and Email Address

ATTENTION: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

A false answer, statement, or attempt to deceive or defraud in this application is grounds for rating you ineligible for employment with the Northern Marianas Technical Institute or for dismissing you from employment with the Institute 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 employment with the Northern Marianas Technical Institute.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire.

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 complete and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE OF APPLICANT (Do not print)

DATE

WHAT TO CONSIDER WHEN COMPLETING YOUR EMPLOYMENT APPLICATION

1. Complete each of the items on the application as thoroughly and correctly as possible.
2. Before submitting your application, make sure that you attach the following:
 - ☐ A. Cover Letter and Resume
 - ☐ B. High School Diploma or GED Certificate
 - ☐ C. College Degree and/or Official Transcript when claiming a Degree
 - ☐ D. Police Clearance (Criminal Record – Good within 90 days)
 - ☐ E. Certificate of Training/Workshops
 - ☐ F. Professional/Occupational License (if any related to the job applied for)
 - ☐ G. Permanent Resident Card/Passport if not a U.S. Citizen
 - ☐ H. Valid CNMI Driver's License
3. Make sure that you sign and date your application before submitting.
4. If you are applying for a specific job vacancy, make sure that you include position title.
5. Application and required documents must be submitted on or before the closing date of the announcement.

**NOTE: FAILURE TO PROVIDE ALL DOCUMENTS LISTED ABOVE WILL BE SUBJECT TO DISQUALIFICATION.
NMTECH IS AN EQUAL OPPORTUNITY EMPLOYER**

APPLICANT'S STATEMENT

I hereby certify that the information provided on my Application for Employment (and accompanying resume, if any) is true and completed to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize NMTEch to make a thorough investigation of my past employment and activities, agree to cooperate in such investigations, and release from any liability or responsibility all persons and companies requesting or supplying information. I certify that I have read and do understand the foregoing paragraphs.

SIGNATURE OF APPLICANT (Do not print)

DATE