



Name: _____

Position/Department: _____

New Applicant Checklist

Please e-mail scanned copies of the following to hr@palau.edu or you may drop off copies directly to PCC Human Resource Department.

Required forms for PCC to review applicant:

	Application Form – Signed and Dated (Required)
	Resume (Required)
	Transcripts (unofficial transcripts) (maybe required upon request of hiring department).
	Cover letter (optional)
	Reference Letter(s) (optional for the applicant, but may be required by hiring department)

Additional forms required if the job is offered to applicant:

	Transcripts (official transcripts will be required at this point).
	Police Clearance (Required)

Addition forms depending on citizenship. More information will be provided by HR.

	Note: Once hired by PCC that applicant may need to complete the following:
	Complete Work Visa (if applicable)
	Copy of a Passport (if applicable)

NOTE: In regards to transcripts that are scanned, faxed or photocopied, they will be considered unofficial transcripts and will be placed in the applicants file. Official transcripts do need to be received by PCC before official action can be taken by the college. ***If offered the position, please contact your university/college and have them send official transcripts (signed & sealed) directly to PCC Human Resource Department at:***

Palau Community College
Human Resource Department
P.O. Box 9
Koror, Palau 96940