



APPLICATION FOR EMPLOYMENT

GENERAL INSTRUCTIONS: Read the certification statement at the bottom of this application before completing it. Type or print clearly and answer all questions fully and accurately. Submit completed and signed application along with all required documents to Palau Community College, Attention: Board of Trustees Presidential Search Committee OR you may upload your files at: pcc.palau.edu/pcc-search .				DO NOT WRITE IN THIS SPACE																												
1. KIND OF JOB APPLIED FOR President of Palau Community College		2. BOT ANNOUNCEMENT NUMBER BOT 2025-01																														
3. NAME (First, Middle, Last) <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. Other <i>(please specify):</i>																																
4. MAILING ADDRESS (Number and Street)		6. SOCIAL SECURITY NUMBER																														
5. CITY, STATE, COUNTRY, & ZIP CODE		7. CONTACT INFORMATION Home: _____ Work: _____ Cell: _____ E-mail: _____																														
8. CITIZENSHIP		9. BIRTH DATE (Month, Day, Year)																														
10. BIRTH PLACE		11. PRESENT RESIDENCE																														
12. PERMANENT RESIDENCE		13. PERSON ALWAYS ABLE TO CONTACT YOU. Name: _____ Address: _____ Email: _____ Phone #: _____																														
14. LIST LANGUAGES YOU KNOW		Indicate your knowledge by placing a check mark in the proper boxes.																														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 2px;">PALAUAN</td> <td style="width:12.5%; padding: 2px;">Read</td> <td style="width:12.5%; padding: 2px;">Speak</td> <td style="width:12.5%; padding: 2px;">Understand</td> <td style="width:12.5%; padding: 2px;">Write</td> </tr> <tr> <td style="padding: 2px;">ENGLISH</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">OTHER:</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">OTHER:</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table>		PALAUAN	Read		Speak	Understand	Write	ENGLISH					OTHER:					OTHER:					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 2px;">A) BEEN FIRED FOR ANY REASON?</td> <td style="width:12.5%; padding: 2px;">Yes</td> <td style="width:12.5%; padding: 2px;">No</td> <td style="width:25%; padding: 2px;">B) QUIT A JOB TO AVOID BEING FIRED?</td> <td style="width:12.5%; padding: 2px;">Yes</td> <td style="width:12.5%; padding: 2px;">No</td> <td style="width:25%; padding: 2px;">C) BEEN CONVICTED OF AN OFFENSE.</td> <td style="width:12.5%; padding: 2px;">Yes</td> <td style="width:12.5%; padding: 2px;">No</td> </tr> </table>		A) BEEN FIRED FOR ANY REASON?	Yes	No	B) QUIT A JOB TO AVOID BEING FIRED?	Yes	No	C) BEEN CONVICTED OF AN OFFENSE.	Yes
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15. WITHIN THE LAST FIVE YEARS HAVE YOU:		16. LOWEST PAY YOU WILL ACCEPT? \$ _____ per _____																														
17. WILL YOU TRAVEL? Yes No Sometime		18. WHEN WILL YOU BE AVAILABLE?																														
19. LAST PREVIOUS EMPLOYER?																																
Job Title From (Month, Year) To (Month, Year)		Pay Range < \$50,000 \$75,001 - \$100,000 \$50,000 - \$75,000 > \$100,000 <i>(please specify):</i>																														
20. Please submit required supporting documents (see next page) along with this application.																																
CERTIFICATION: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION I Certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying documents) will be cause for denial of employment, regardless of when or how it was discovered. I further authorize investigation of all statements contained in this application (or any other accompanying documents) as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.																																
PLEASE SIGN HERE	SIGNATURE OF APPLICANT (Do not print)		DATE (Month, Day, Year)																													



PCC President Applicant Checklist

Please submit completed and signed application along with all required documents to Palau Community College, Attention: Board of Trustees Presidential Search Committee OR you may upload your files at: pcc.palau.edu/pcc-search.

Required forms for PCC to review application packet:

	Application Form – Signed and Dated <i>(Required)</i>
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Other required supporting documents:

	Résumé <i>(Required)</i>
	Official Transcript(s) <i>(Required) - electronic transcripts must be sent directly from institution to search@palau.edu</i>
	Copy of Social Security Card <i>(Required) - for background check purposes.</i>
	Cover Letter <i>(Required) - introduce yourself</i>
	Three (3) Reference Letter(s) <i>(Required)</i>

Additional forms depending on citizenship. More information will be provided by PCC.

Note: Once hired by PCC, the applicant may need to complete the following:

	Complete Work Visa (if applicable)
	Copy of a Passport (if applicable)
	Degree Certification (e.g. World Education Services) (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 applicant's file. Official transcripts need to be received by PCC before official action can be taken by the college. *Please contact your University/College and have them send official transcripts (signed & sealed) directly to the following mailing address or via email to search@palau.edu.*

Palau Community College
Attention: Board of Trustees Presidential Search Committee
P.O. Box 9
Koror, Palau 96940