



PALAU COMMUNITY COLLEGE

P.O. Box 9 Koror, Palau 96940 • Tel : (680)488-2470 • Fax: (680)488-2447

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 Human Resources Office OR you may upload your files at: pcc.palau.edu/about/jobs-pcc					DO NOT WRITE IN THIS SPACE	
1. KIND OF JOB APPLIED FOR			2. ANNOUNCEMENT NUMBER			
3. OTHER JOBS IN WHICH YOU ARE INTERESTED						
4. NAME (First, Middle, Last) Ms. Mr. Other <i>(please specify)</i>			5. SOCIAL SECURITY NUMBER			
6. MAILING ADDRESS (P.O. Box # or Number and Street)			7. CONTACT INFORMATION			
8. CITY, STATE, COUNTRY, & ZIP CODE			Home: _____			
			Work: _____			
			Cell: _____			
			E-mail: _____			
9. CITIZENSHIP		10. BIRTH DATE (Month, Day, Year)		11. BIRTH PLACE		
12. PRESENT RESIDENCE		13. PERMANENT RESIDENCE		14. PERSON ALWAYS ABLE TO CONTACT YOU.		
15. LIST LANGUAGES YOU KNOW		Indicate your knowledge by placing a check mark in the proper boxes.		Name: _____		
		Read	Speak	Understand	Write	Address: _____
PALAUAN						Email: _____
ENGLISH						Phone #: _____
OTHER:						
OTHER:						
16. WITHIN THE LAST FIVE 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		
17. LOWEST PAY YOU WILL ACCEPT? \$ _____ per _____		18. WILL YOU TRAVEL? Yes No Sometime		19. WHEN WILL YOU BE AVAILABLE?		
20. LAST PREVIOUS EMPLOYMENT WITH REPUBLIC OF PALAU GOVERNMENT, OTHER GOVERNMENTS OR AGENCY?						
Job Title		Pay Level		From (Month, Year)	To (Month, Year)	
21. Please submit required supporting documents <i>(see next page)</i> 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)	

1st REV. March 2005, 2nd REV. Nov. 2006, 3rd REV. March 2010; 4th REV. May 2025

PCC IS AN EQUAL OPPORTUNITY ACTION EMPLOYER



New Applicant Checklist

Please submit completed and signed application along with all required documents to Palau Community College Human Resources Office OR you may upload your files at: pcc.palau.edu/about/jobs-pcc

Required forms for PCC to review applicant:

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

	Résumé <i>(Required)</i>
	Government Issued Picture Identification Card <i>(Required)</i>
	Official Transcript(s) <i>(Required)</i> - <i>electronic transcripts must be sent directly from institution to hr@palau.edu</i>
	Police Clearance <i>(Required)</i>
	Copy of Social Security Card <i>(Required)</i>
	Cover letter <i>(Optional)</i>
	Reference Letter(s) <i>(Optional for the applicant, but may be required by hiring department)</i>

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

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 for degrees earned from institutions outside the United States) (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 hr@palau.edu.***

**Palau Community College
Human Resources Office
P.O. Box 9
Koror, Palau 96940**