

# JUDICIARY OF GUAM APPLICATION FOR EMPLOYMENT

## IMPORTANT INSTRUCTIONS

READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

### ■ **SUBMITTING YOUR APPLICATION:**

Please submit one (1) application for each position you are applying for. You may photocopy the application, however, the signature and date of all applications must be original. You may request Human Resources Office to photocopy your application and supporting documents and a fee will be assessed, 50¢ per page.

### ■ **NOTIFICATION OF RESULTS:**

You will be notified by mail as to the results of your application. It is your responsibility to inform the Human Resources Office of your current mailing address or telephone number and any changes therein.

### ■ **REQUIRED DOCUMENTS:**

Please provide a certified copy of any supporting document(s) to validate any credentials you may be claiming in order to meet the Minimum Qualifications (i.e., High School Diploma, College Transcript/Diploma, DD-214 form, Police and Court Clearances). You must provide copies for each application you submit. Failure to provide proper proof may result in a delay in processing or your disqualification.

### ■ **POSITIONS REQUIRING PRE-EMPLOYMENT TESTING:**

Sample test guides are available at the Human Resources Office.

### ■ **PREFERENCE POINTS:**

As per 4 GCA Subsection 4104 : The points added to an applicant's passing score shall be added upon if the applicant receives a minimum passing score and upon initial employment only.

- A. Residents of Guam, who are physically or mentally impaired but are able to perform the duties of the position applied for as certified by the Director of Public Health and Social Services, shall receive a preferential credit of five (5) points which shall be added to their competitive examination score.
- B. Veterans of the Armed Forces of the United States, or former member of the Guam Police Combat Patrol, as certified by the Chief of Police, shall receive a preferential credit of five (5) points which shall be added to their competitive examination score.  
  
Such veteran or former members who are disabled as a result of their service in the Armed Forces or Combat Patrol, shall receive a preferential credit of ten (10) points which shall be added to their passing score.
- C. Graduates of the Peace Officer Standards and Training Commission Academy pursuant to 17 GCA 32201, as enacted by PL 24-331, with respect to employment as a Deputy Marshal or Probation Officer shall receive a preferential credit of five (5) points which shall be added to their competitive examination score.

### ■ **DRUG SCREENING:**

Any individual selected will be given a conditional offer of employment, and will be required to submit to urinalysis to screen for the illegal use of drugs. A confirmed positive test result will rescind the offer of employment. Any Judicial employee selected for a Testing Designated Position (TDP) will submit to urinalysis to screen for the illegal use of drugs prior to promotion/demotion/transfer.

### ■ **ELIGIBILITY TO WORK IN THE UNITED STATES:**

Federal Public Law 99-6603 (8 USC Section 1324A) requires the Judiciary of Guam, Government of Guam to verify the applicant's identity and eligibility to work in the United States. Any applicant selected for employment must provide proof of identity such as a birth certificate, passport, naturalization card, or other acceptable documentation.

*This application form can be accessed through the Judiciary of Guam's website: [www.guamcourts.com](http://www.guamcourts.com)*



# JUDICIARY OF GUAM

## APPLICATION FOR EMPLOYMENT

<i>HR Use Only:</i>
_____ <i>Receipt Number</i>
Initials: _____

\_\_\_\_\_  
POSITION APPLIED FOR

\_\_\_\_\_  
ANNOUNCEMENT NO.

\_\_\_\_\_  
DATE

### I. PERSONAL INFORMATION

<b>1. NAME:</b>	<b>2. ELIGIBILITY:</b>
<p>_____ LAST</p> <p>_____ FIRST</p> <p>_____ MIDDLE INITIAL</p>	<p>Are you eligible to work in the United States? ( ) Yes ( ) No</p>
	<b>3. SOCIAL SECURITY#:</b>
	_____

<b>4. MAILING ADDRESS:</b>	<b>5. HOME ADDRESS:</b>
<p>_____ STREET OR POST OFFICE BOX</p> <p>_____ CITY</p> <p>_____ STATE</p> <p>_____ ZIP CODE</p>	<p>_____ HOUSE NO., STREET &amp; ADDRESS</p> <p>_____ CITY</p> <p>_____ STATE</p> <p>_____ ZIP CODE</p>

**6. CONTACT INFORMATION:**

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
OFFICE PHONE

\_\_\_\_\_  
OTHER (cell or pager)

\_\_\_\_\_  
email address

**7. LOWEST ACCEPTABLE SALARY:** \_\_\_\_\_

### II. EDUCATION

LEVEL	NAME & ADDRESS OF SCHOOL	GRADUATED	DEGREE ATTAINED	DATE OF GRADUATION
High School		( ) YES ( ) NO	( ) DIPLOMA ( ) GED CERTIFICATE Number: _____	
College, University or Professional School		( ) YES ( ) NO	( ) BACHELOR'S ( ) ASSOCIATE'S Major: _____ Minor: _____	
Graduate / Other		( ) YES ( ) NO	( ) MASTER'S ( ) DOCTORATE'S	

\*Attach transcripts in order to receive credit

### III. PREFERENTIAL CREDIT

The points added to an applicant's passing score shall be added if the applicant receives a passing score and upon initial employment to government service. Any claim must be supported by documentation/certification. Please mark if you are eligible for preferential credit based on the following categories:

<u>CATEGORY</u>	<u>POINTS</u>
( ) Veterans of the Armed Forces of the United States, or former members of the Guam Police Combat Patrol	5
( ) Residents of Guam, who are physically or mentally impaired but are able to perform the essential duties of the position applied for.	5
( ) Veterans or former members who are disabled as a result of their service in the Armed Forces or Combat Patrol	10
( ) Graduates of the Peace Office Standards and Training Commission Academy	5

**THE JUDICIARY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER**

#### IV. WORK HISTORY

- Please complete this application form as accurately as possible, be brief and concise.
- Write your present or most recent employment first.
- List each promotion as a separate job.
- For additional information you may attach extra sheets or a resume with this application form.

(A) Present or Last Employer:	Contact No:	Start Date: _____ Month / Day / Yr
Address:	Position Title:	End Date: _____ Month / Day / Yr
Immediate Supervisor's Name:	Immediate Supervisor's Title:	HOURLY RATE: _____ HRS. PER WEEK _____ ( ) Full-Time ( ) Part-Time Reason for Leaving:
Describe in Detail the Primary Duties Performed:		

May an inquiry be made of your present employer regarding your character, qualifications, and record of employment? ( ) Yes ( ) No

If your answer is "No" please explain why

(B) Employer:	Contact No:	Start Date: _____ Month / Day / Yr
Address:	Position Title:	End Date: _____ Month / Day / Yr
Immediate Supervisor's Name:	Immediate Supervisor's Title:	HOURLY RATE: _____ HRS. PER WEEK _____ ( ) Full-Time ( ) Part-Time Reason for Leaving:
Describe in Detail the Primary Duties Performed:		

(C) Employer:	Contact No:	Start Date: _____ Month / Day / Yr
Address:	Position Title:	End Date: _____ Month / Day / Yr
Immediate Supervisor's Name:	Immediate Supervisor's Title:	HOURLY RATE: _____ HRS. PER WEEK _____ ( ) Full-Time ( ) Part-Time Reason for Leaving:
Describe in Detail the Primary Duties Performed:		

(D) Employer:	Contact No:	Start Date: _____ Month / Day / Yr
Address:	Position Title:	End Date: _____ Month / Day / Yr
Immediate Supervisor's Name:	Immediate Supervisor's Title:	HOURLY RATE: _____
Describe in Detail the Primary Duties Performed:		HRS. PER WEEK _____ ( ) Full-Time ( ) Part-Time Reason for Leaving:

(E) Employer:	Contact No:	Start Date: _____ Month / Day / Yr
Address:	Position Title:	End Date: _____ Month / Day / Yr
Immediate Supervisor's Name:	Immediate Supervisor's Title:	HOURLY RATE: _____
Describe in Detail the Primary Duties Performed:		HRS. PER WEEK _____ ( ) Full-Time ( ) Part-Time Reason for Leaving:

(F) Employer:	Contact No:	Start Date: _____ Month / Day / Yr
Address:	Position Title:	End Date: _____ Month / Day / Yr
Immediate Supervisor's Name:	Immediate Supervisor's Title:	HOURLY RATE: _____
Describe in Detail the Primary Duties Performed:		HRS. PER WEEK _____ ( ) Full-Time ( ) Part-Time Reason for Leaving:

**INDICATE INFORMATION NOT COVERED ELSEWHERE WHICH RELATES TO YOUR QUALIFICATION OR ELIGIBILITY FOR THIS POSITION.**

**V. LICENSE: DRIVER'S AND/OR PROFESSIONAL**

List current License(s) pertinent to position(s) applied for:

A. Type:	Licensing Authority:	Expiration Date:
B. Type:	Licensing Authority:	Expiration Date:
C. Type:	Licensing Authority:	Expiration Date:

**VI. ADMINISTRATIVE**

Does the Judiciary of Guam employ in any capacity any immediate member of your family?

( ) Yes ( ) No

If so, please give name, relationship and job title.

**VII. LEGAL**

**A CONVICTION OR A FIRING DOES NOT NECESSARILY MEAN YOU CANNOT BE APPOINTED FOR GOVGUAM SERVICES. THE NATURE OF THE CONVICTION OR FIRING AND DATE OF OCCURRENCE IS IMPORTANT. BE SPECIFIC AND PROVIDE ALL THE FACTS SO THAT A DECISION CAN BE MADE.**

1. Have you ever been discharged (fired) from employment for any reason?

( ) Yes ( ) No

If your answer is yes, show the name and address of employer, approximate date, and reason in each case. This information should agree with statements made in your Work History.

2. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason?

( ) Yes ( ) No

If your answer is yes, show the name and address of employer, approximate date, and reason in each case. This information should agree with statements made in your Work History

3. Have you ever been convicted of any crime other than traffic violations?

( ) Yes ( ) No

If your answer is yes, show when, where and disposition of case. Omit any offenses committed before your 18th birthday or adjudicated by a juvenile court. Also omit any misdemeanor convictions over seven years old.

**VIII. REFERENCES**

List three (3) personal references (not relatives or employers).

Name	Title	Address	Contact No

I hereby certify that all information contained in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification, misrepresentation, or omission in this application shall be reason for rating me ineligible for employment or for dismissing me after appointment.

I authorize a background investigation to verify my credentials, qualifications, character, and criminal history to determine suitability for employment.

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

**DATE**

