



Palau Public Utilities Corporation

INSTRUCTION FOR APPLICATION FOR EMPLOYMENT

Dear PPUC Applicant:

Thank you for your interest in possible employment with Palau Public Utilities Corporation.

In order to expedite our review and screening of your application, please return the attached Application for Employment with the following:

- 1. Copy of GED certificate; if possible**
- 2. Copy of High School Diploma, if only a high school graduate**
- 3. Copy of Community College Certificate, if graduated; Transcript, if non-graduate**
- 4. Copy of BA and/or BS Certificate, if graduated; Transcripts if non-graduate**
- 5. Original Police Clearance from Palau Bureau of Public Safety**
- 6. Copy of Identification Card, Valid Passport and/or Valid Drivers License**
- 7. Copy of Palau Social Security Card**
- 8. Employment and Personal Reference Letter**
- 9. Other references and/or documentation that verify your work experience**

Once the screening process is complete, you will be contacted accordingly.

Attachment: Complete Application for Employment at the back of this page.

Applicant's Name: _____

Date Submitted: _____

Received By: _____ **Date Received:** _____



PALAU PUBLIC UTILITIES CORPORATION

Human Resource Office

2nd Floor Oldiais Bldg. P.O Box 1372 Medalaii, Koror, Republic of Palau 96940; Telephone No. (680) 488-8742/3870/3872/3877; Fax No. (680) 488-3878;
Email: Mariah Okada, Human Resources Manager (m.okada@ppuc.com); Ulai Kyota, HR Assistant (u.kyota@ppuc.com); Senirosi Biukimaleya, HR Assistant (s.biukimaleya@ppuc.com)

October 2023

EMPLOYMENT APPLICATION

Instructions: Complete all sections and certifications at the end. Incomplete applications will not be processed. Provide all necessary school transcript/degree. Only original transcripts and/or medical test results in a sealed envelope from the school/institution will be accepted.

PERSONAL INFORMATION:

Name (Last, First, Middle Initial):		Social Security # (ROP):	
Date of Birth:	Present Address:		
Phone #:	Email:	Date Available:	
Position Desired:		Vacancy # (if applicable):	Salary Desired:

EDUCATIONAL HISTORY: Attach School Records

School Name and Address	Diploma/Major & Field of Study	Dates Attended	Year Graduated

Language Comprehension (Check all that apply)	Read	Write	Speak	Understand
English				
Palauan				
Other:				

EMPLOYMENT HISTORY: Attach Resume and/or List 3 Most Recent Employment Positions Starting with Current Occupation

Employer:	Dates Employed: to	Current Salary:	Phone #:
Position Title:	List Key Duties:		
Supervisor Name:	Title:	May We Contact Him/Her?	Yes No
Employer:	Dates Employed: to	Ending Salary:	Phone #:
Position Title:	List Key Duties:		
Supervisor Name:	Title:	May We Contact Him/Her?	Yes No
Employer:	Dates Employed: to	Ending Salary:	Phone #:
Position Title:	List Key Duties:		
Supervisor Name:	Title:	May We Contact Him/Her?	Yes No

Please answer the following questions. Have you:

1. Been fired for any reason	YES; explanation:	NO
2. Quit a job to avoid being fired	YES; explanation:	NO
3. Been Convicted and/or pled guilty to a felony?	YES; where & when:	NO

PROFESSIONAL REFERENCES: List 3 Professional References who are not related to you (at least 2 Employers/Supervisors)

Name	Job Title	Phone # and Email

In Case of Emergency Contact: _____ Relationship: _____ Phone #: _____

Attention: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION.

A false answer or statement, or attempt to practice deception or fraud in this application is ground for rating you ineligible for employment with the Palau Public Utilities Corporation (PPUC), or for dismissing you from employment with PPUC after appointment. All statements made in this application are subject to investigation, including a check for court records and former employers. All information pertinent to this application will be considered in determining your present fitness for employment.

CERTIFICATION

I CERTIFY that I have read and understand the above paragraph. I FURTHER CERTIFY that all of the answers and statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____

Human Resource Office

2nd Floor Oldiais Bldg. P.O Box 1372 Medalaii, Koror, Republic of Palau 96940; Telephone No. (680) 488-8742/3870/3872/3877; Fax No. (680) 488-3878;
Email: Mariah Okada, Human Resources Manager (m.okada@ppuc.com); Ulai Kyota, HR Assistant (u.kyota@ppuc.com); Senirosi Biukimaleya, HR Assistant (s.biukimaleya@ppuc.com)