

**JUDICIARY OF GUAM
APPLICATION FOR EMPLOYMENT**

amended August 2021

**IMPORTANT INSTRUCTIONS
READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

■ **SUBMITTING YOUR APPLICATION:**

Complete this application by printing in black/blue ink or typing. If additional space is needed for Work History: Section IV, you may attach a separate sheet(s). If you wish to submit a **RESUME**, your resume must contain all of the required information under Section IV. **WE WILL ONLY ACCEPT JUDICIARY OF GUAM APPLICATIONS.** You must submit an application for each currently announced position you are applying for with your signature. Your application is non-transferrable. All applications being submitted must comply with the deadline stated on the **JOB ANNOUNCEMENT.**

■ **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. **A current police and court clearance is required if you are applying for a law enforcement position or a job position that requires work in close proximity of or provide programs, services, or direct care to minors. For all other positions, clearances will be required upon selection and conditional offer of employment.** High school diploma/Skills Assessment Certificate - Pursuant to P.L. 26-87 as amended by P.L. 31-254, an applicant must possess a high school diploma or a successful completion of a General Education Development (GED) Test, or any equivalent of a general high school program, or successful completion of a certificate program, from a recognized accredited or certified technical institution in a specialized file required for the job. **For entry level positions, a formal nationally recognized foundational skills assessment may be required for consideration for employment.**

■ **RATING PROCESS:**

The contents of the employment application and other substantiating documents will be thoroughly reviewed to determine if you meet the minimum qualification requirements of the position. Under the Work Experience: Section IV, be sure to include all your work experience in order to help us evaluate your qualifications. Volunteer work and employment in the military service on a part-time basis as well as work experience in a detailed capacity will be credited based on their own merits. You may be rated ineligible if you did not provide sufficient information and/or supporting documents. Submission of new information on education and/or work experience after an eligibility list is established is prohibited.

■ **NOTIFICATION OF RESULTS:**

Your employment application is part of an examination process. Your employment application will be evaluated and rated. An incomplete employment application will result in an ineligible rating. You may be scheduled for additional examinations depending on the position requirements. The results will be mailed to you. **IT IS YOUR RESPONSIBILITY TO INFORM THIS OFFICE OF ANY CHANGES TO YOUR ADDRESS OR TELEPHONE NUMBER.**

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

Test guides are available at the Human Resources Office.

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■ PREFERENCE POINTS:

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

A. You are entitled to claim five (5) points, if you are certified with a disability. To claim the points, you must provide a certification letter from the Department of Public Health and Social Services. *See 4GCA §4104*

B. As a Veteran of the Armed Forces of the United States or the Guam Police Combat Patrol, you are entitled to claim five (5) preference points, if you have completed at least 180 consecutive days of active duty and honorable discharge, please provide your DD-214, which indicates your service dates and character of service. To claim an additional five (5) points for disability, you must provide a letter from the U.S. Veteran's Administration or the Department of Veteran's Affairs, which specifically states that you are entitled to Civil Service Preference for a service connected disability. If eligible for any of the preference points, the points will be added to your passing final earned rating. *See 4GCA §4104*

C. As a Graduate of the Peace Officer Standards and Training Commission Academy pursuant to 17 GCA §32201(b), as enacted by PL 24-331, you are entitled to claim five (5) preference points with respect to employment as a Deputy Marshal or Probation Officer. Please provide proof of graduation. *See 4GCA §4104*

D. PREFERENTIAL HIRE STATUS:

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127. To claim preferential hire, you must submit your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment.

E. DRUG SCREENING:

If selected, you 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. If you are selected for a Testing Designated Position (TDP) you will submit to urinalysis to screen for the illegal use of drugs prior to promotion/demotion/transfer.

F. WORK ELIGIBILITY:

U.S. citizens may apply for all Government of Guam jobs. Non U.S. citizens, such as U.S. Permanent Residents, citizens of the Federated States of Micronesia, the Republic of Marshall Island, and the Republic of Palau may apply for employment in MOST Government jobs. Please consult the job announcement for any specific requirement. When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States. The following are valid documents of proof, one document from column A, OR one document each under column B and C:

COLUMN A	OR	COLUMN B	AND	COLUMN C
- U.S. Passport		-Government of Guam I.D. Card		-Green Card
- Naturalization Card		-Drivers License		-Original Social Security

This application form can be accessed through the Judiciary of Guam's website: www.guamcourts.org

IV. WORK HISTORY

This portion must be accurate and complete. Please be as detailed as possible to obtain full credit for your work experience. Applications lacking sufficient information may be rejected. List your entire work history, including part-time, volunteer and detail appointments. List jobs in order starting with your present job or last job if your are unemployed. List each promotion as a separate job. For additional information you may attach extra sheets or a resume with this application.

(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:		Month / Day / Yr.

This position is: () Supervisory () Non-Supervisory / () Permanent () Temporary / () Full-Time () Part-Time

HRS. PER WEEK :	HOURLY RATE:
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Describe in Detail the Primary Duties Performed and Percentage of Time Spent:	%

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) 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:		Month / Day / Yr.

This position is: () Supervisory () Non-Supervisory / () Permanent () Temporary / () Full-Time () Part-Time

HRS. PER WEEK :	HOURLY RATE:
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Describe in Detail the Primary Duties Performed and Percentage of Time Spent:	%

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 "yes", please list the name(s) and relationship & job title. (Reference: 4GCA §4204)

VII. PREFERENTIAL HIRE STATUS

This applies only to first time applicants of Government of Guam Merit Scholarship or Educational Loan Recipients. If you wish to claim Preferential Hire Status, please check "Yes" and attach letter of eligibility, if not, check "N/A." This status is applicable only for initial employment with the Government of Guam. Approval of claim is subject to verification. () YES () N/A

VIII. LEGAL

BEING DISCHARGED (FIRED) DOES NOT NECESSARILY MEAN YOU CANNOT BE APPOINTED FOR GOVGUAM SERVICES. THE NATURE OF THE 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

Pursuant to P.L. 34-22, The Fair Chances Hiring Process Act:

You must complete the following information if you are applying for a law enforcement position or a job position that requires work in close proximity of or provide programs, services, or direct care to minors.

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.

IX. REFERENCES**PROFESSIONAL CONTACTS:** List three people who have definite knowledge of your qualifications that are not relatives or employers.

Name	Title	Address	Contact No

PERSONAL CONTACTS: (Optional: In the event that we are unable to contact you, please give three names for reference.)

Name	Address	Contact No.	Relationship

X. IMPORTANT INFORMATION - PLEASE READ BEFORE SIGNING THIS APPLICATION

JOB APPLICATION: The application you submit is considered current for one year from the date the eligibility list is established. **IT IS YOUR RESPONSIBILITY TO INFORM THIS OFFICE OF ANY CHANGES TO YOUR ADDRESS AND TELEPHONE NUMBER.**

EVALUATION METHODS: To determine your qualifications for the position which you are applying, job related tests designed to reveal your capacity to successfully perform the duties of the position are utilized. Most positions require an evaluation of your application to determine your qualification based on a rating of your education and experience. Additional examinations such as written and a performance test may be required depending on particular job requirements of the position. The top eligible will be referred for employment consideration for each vacancy subject to the Personnel Rules and Regulations of the Judiciary of Guam. If a selection interview is required, you will be notified. Failure to submit to employment examination requirements may result in your ineligibility.

BACKGROUND INVESTIGATIONS: When you sign this job application, you authorize the Judiciary to seek and obtain information regarding your suitability for employment. All factors which are job related may be investigated (e.g., previous employment, and educational credentials). A criminal record check will be conducted upon conditional offer of employment. All information obtained may be used to determine your eligibility for employment in accordance with equal employment opportunity guidelines. In addition, when you sign this application, you release employers and job related sources from legal liability for the information they provide.

PROBATIONAL PERIOD: If you are selected for permanent appointment to a classified position, you must initially undergo a probationary period subject to the Personnel Rules and Regulations. All temporary or Limited Term employees do not serve a probationary period and are subject to termination at will.

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

