

**Judiciary Branch**

**Republic of Palau**

**Employment Application**

**Requirements**

Following are required to be submitted with the Judiciary Application:

1. Resume and Cover Letter
2. Copy of High School Diploma or College Degree
3. Copy of Government Issued Identification Card
4. Police Clearance
5. Any documents or certifications that will support your application



**A. General Information**

**Judiciary Branch Republic of Palau Employment Application**

**Position Applying for: VA No.:**

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| --- | --- | --- | --- | --- |
| 1. Name: Last, First, Middle Initial | | 2. Contact:  Phone number:  e-mail: | | 3.Social Security Number: |
| 4. Present Address: | | | 5. Place of Birth  City:  State: | |
| 6. Country of Citizenship: | | | Foreign Country: | |
| 7. Date of Birth (m/d/y): | 8. Other Names Previously Used for Employment Purposes: | | | 9. Marital Status: |
| 10. Do you have any relatives that are Judges or employees of the Republic of Palau Courts? If so, give their names, positions and  relationships to you. | | | | |
| 11. Have you ever been convicted? YES[ ] NO [ ] You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2)offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged:  (4) minor traffic violations for which you paid a fine of $100 or less) If yes, explain below. | | | | |

**B. Education**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 12. Do you have a high school diploma or G.E.D.? YES [ ] NO [ ] If yes, Date of Completion: | | | | | | | |
| 13. Name and location of colleges or Univ.  attended (including law schools) | Dates Attended | Number of Credit Hours earned  Qtr. Sem. | | Degree | Date Received | Grade Point Average or scholastic standing | |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Chief Undergraduate Subjects | Credit Hours  Qtr. Sem. | | Chief Undergraduate Subjects | | | Credit Hours  Qtr. Sem. | |
|  |  |  |  | | |  |  |
| 14. *Special skills, accomplishments, awards, honors, fraternities, sororities & societies.* YES [ ] NO [ ] If yes, please specify: | | | | | | | |

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| 15. *Other schools or training such as trade, vocational, U.S. Armed Forces or business. Give for each:*  Name and location of school, dates attended, subject studied, certificates and any other pertinent data | | | | 16. Typing Skills:  No. of words typed per minute: | |
| **C. Language** | | | | | |
| 17. Please indicate ***none, poor, fair, good or excellent***for the following:  Understand Speak Read Write  a.Palauan b.English  c.Japanese  d.Other | | | | | |
| **D. Applicants for Legal Positions** *(To be filled by applicants for court legal positions only)* | | | | | |
| 18. (a). Are you admitted to a Bar? YES [ ] NO[ ] If yes, list the Bar(s) to which admitted and dates of admission:  Bar Association: Date Admitted:  (b). Is your Bar membership [ ] Active [ ] Inactive  (c.) Did you attend a Bar review course YES [ ] List type of courses:  NO [ ] Dates Attending: From To | | | | | |
| **E. Work Experience** *(Start with your present position and work back 10 years. Use additional page if necessary)* | | | | | |
| Dates of Employment (month, day, year)  From: To | Hours worked per week: | | Exact Title of Employment: | | |
| Salary or Earnings  Starting: $ Per  Final: $ Per | Classification Grade/Level | | Place of Employment: City State or  Country | | Kind of Business or  Organization: |
| Name and Address of Employer *(firm, organization, etc.):* | | Name and Title of Immediate Supervisor: | | | |
| Business Telephone: Area Code Number | | Number of Employees Supervised: | | | |
| Reason for Leaving: | | | | | |
| Description of Work: | | | | | |

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| --- | --- | --- | --- | --- |
| Dates of Employment (month, day, year)  From: To | Hours worked per week: | | Exact Title of Employment: | |
| Salary or Earnings  Starting: $ Per  Final: $ Per | Classification Grade/Level | | Place of Employment: City State or  Country | Kind of Business or  Organization: |
| Name and Address of Employer *(firm, organization, etc.)* | | Name and Title of Immediate Supervisor: | | |
| Business Telephone: Area Code Number | | Number of Employees Supervised: | | |
| Reason for Leaving: | | | | |
| Description of Work: | | | | |

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| --- | --- | --- | --- | --- |
| Dates of Employment (month, day, year)  From: To | Hours worked per week: | | Exact Title of Employment: | |
| Salary or Earnings  Starting: $ Per  Final: $ Per | Classification Grade/Level | | Place of Employment: City State or  Country | Kind of Business or  Organization: |
| Name and Address of Employer *(firm, organization, etc.)* | | Name and Title of Immediate Supervisor: | | |
| Business Telephone: Area Code Number | | Number of Employees Supervised: | | |
| Reason for Leaving: | | | | |
| Description of Work: | | | | |

**F. Write an essay in no more than 500 words about what we should know about you that is not reflected in the application.**

**G. References**

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| **List three persons not related to you who have definite knowledge of your qualifications and fitness for the job that you are applying. Do not list supervisors you listed under work experience**.  FULL NAME PRESENT ADDRESS OCCUPATION PHONE NO. | | | |
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**Application Certification**

I certify that, to the best of my knowledge and belief, all of the information on or attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to third application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE *(Print and Sign)* DATE SIGNED

Palau Supreme Court P.O. Box 248 Koror, Palau 96940