

**JUDICIARY OF GUAM  
APPLICATION FOR EMPLOYMENT**

*amended April 2018*

**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 original 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 and subsequent applications for employment.

- 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, 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 §4104.1*

**■ 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.

**■ 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.

**■ 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:

<b>COLUMN A</b>	<b>OR</b>	<b>COLUMN B</b>	<b>AND</b>	<b>COLUMN C</b>
- 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](http://www.guamcourts.org)*



# JUDICIARY OF GUAM

## APPLICATION FOR EMPLOYMENT

<b>HR Use Only:</b>	<input type="checkbox"/> Driver's License <input type="checkbox"/> Chauffeurs License <input type="checkbox"/> Firearms ID <input type="checkbox"/> HS Diploma/GED <input type="checkbox"/> College Diploma/Transcripts <input type="checkbox"/> Police Clearance <input type="checkbox"/> Court Clearance <input type="checkbox"/> Other: _____	Receipt Number / Initials: _____
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_____	_____	_____
POSITION APPLIED FOR	ANNOUNCEMENT NO.	DATE

### I. PERSONAL INFORMATION

<b>1. NAME:</b>	<b>2. ELIGIBILITY:</b>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">LAST</td> <td style="text-align: center;">FIRST</td> <td style="text-align: center;">MIDDLE INITIAL</td> </tr> </table>	_____	_____	_____	LAST	FIRST	MIDDLE INITIAL	Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____					
LAST	FIRST	MIDDLE INITIAL					
<b>3. SOCIAL SECURITY#:</b>							
_____							

<b>4. MAILING ADDRESS:</b>	<b>5. HOME ADDRESS:</b>						
STREET OR POST OFFICE BOX	HOUSE NO., STREET & ADDRESS						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">CITY</td> <td style="width: 33%;">STATE</td> <td style="width: 33%;">ZIP CODE</td> </tr> </table>	CITY	STATE	ZIP CODE	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">CITY</td> <td style="width: 33%;">STATE</td> <td style="width: 33%;">ZIP CODE</td> </tr> </table>	CITY	STATE	ZIP CODE
CITY	STATE	ZIP CODE					
CITY	STATE	ZIP CODE					

<b>6. CONTACT INFORMATION:</b>			
_____	_____	_____	_____
HOME PHONE	OFFICE PHONE	OTHER (cell or pager)	email address

<b>7. LOWEST ACCEPTABLE SALARY:</b>	_____
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### II. EDUCATION

LEVEL	NAME & ADDRESS OF SCHOOL	GRADUATED	DEGREE ATTAINED	DATE OF GRADUATION
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DIPLOMA <input type="checkbox"/> GED CERTIFICATE Number: _____	
College, University or Professional School		<input type="checkbox"/> YES <input type="checkbox"/> NO <small>*Attach transcripts in order to receive credit</small>	<input type="checkbox"/> BACHELOR'S <input type="checkbox"/> ASSOCIATE'S Major: _____ Minor: _____	
Graduate / Other		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE'S	

### III. PREFERENTIAL CREDIT

The points will be added only if the applicant receives a passing score. Any claim must be supported by documentation/certification. Please mark if you are eligible for preferential credit based on the following categories:

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

## 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 you 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: _____
Address:	Position Title:	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: _____
Address:	Position Title:	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:	%

**continuation IV. WORK HISTORY**

(C) 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:	%

(D) 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:	%

**continuation IV. WORK HISTORY**

(E) Present or Last Employer:	Contact No:	Start Date: _____ Month / Day / Yr.
Address:	Position Title:	
Immediate Supervisor's Name:	Immediate Supervisor's Title:	
End Date: _____ 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:	%

(F) Present or Last Employer:	Contact No:	Start Date: _____ Month / Day / Yr.
Address:	Position Title:	
Immediate Supervisor's Name:	Immediate Supervisor's Title:	
End Date: _____ 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.

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**SIGNATURE**


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**DATE**





**JUDICIARY OF GUAM  
120 WEST O'BRIEN DRIVE  
HAGATNA, GUAM 96910**



**EQUAL EMPLOYMENT OPPORTUNITY (EEO) DATA FORM**

The Judiciary of Guam is a proponent of equal employment opportunities and does not tolerate discrimination. By completing this Form you will assist us in monitoring the effectiveness of our EEO program. THIS FORM WILL BE FILED SEPARATELY FROM YOUR APPLICATION AND WILL NOT BE USED TO DISCRIMINATE AGAINST YOU.

- (1) **Date:** \_\_\_\_\_  
                                month                          day                          year
- (2) **Name:** \_\_\_\_\_  
  last    first    middle
- (3) **Address:** \_\_\_\_\_  
\_\_\_\_\_
- (4) **Position Applied for:** \_\_\_\_\_
- (5) **Job Announcement No:** \_\_\_\_\_
- (6) **Gender:**  
 Male     Female
- (7) **Marital Status:**  
 Single     Divorced     Separated  
 Married     Widowed
- (8) **Date of Birth:** \_\_\_\_\_  
  month    day    year
- (9) **Ethnic Origin: (Indicate ethnicity on line provided)**
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> White                        | <input type="checkbox"/> White & Black              | <input type="checkbox"/> Black & Asian                         |
| _____   | _____   | _____  |
| <input type="checkbox"/> Black                        | <input type="checkbox"/> White & Asian              | <input type="checkbox"/> Pacific Islander & Black              |
| _____   | _____   | _____  |
| <input type="checkbox"/> Asian                        | <input type="checkbox"/> Pacific Islander & White   | <input type="checkbox"/> Black & Other Ethnic Group            |
| _____   | _____   | _____  |
| <input type="checkbox"/> Pacific Islander             | <input type="checkbox"/> White & Other Ethnic Group | <input type="checkbox"/> Pacific Islander & Asian              |
| _____   | _____   | _____  |
| <input type="checkbox"/> Asian & Other Ethnic Group   | <input type="checkbox"/> Other Ethnic Group         | <input type="checkbox"/> Pacific Islander & Other Ethnic Group |
| _____   | _____   | _____  |
| <input type="checkbox"/> Other Multiple Ethnic Group: | _____   |  |
- (10) **How did you learn of the job for which you are applying?**
- |  |       |   |
|--|-------|---|
| <input type="checkbox"/> Job Announcement    | _____ | <input type="checkbox"/> Relative, Friend, or Government Employee |
| <input type="checkbox"/> Newspaper (specify) | _____ | <input type="checkbox"/> Other, please specify: _____             |