Application for Employment
Instructions/Checklist

1. ENSURE THE APPLICATION FOR EMPLOYMENT IS COMPLETELY FILLED IN AND SIGNED. _____

2. THE FOLLOWING MUST BE SUBMITTED WITH THE EMPLOYMENT APPLICATION.

    a. Cover letter and resume. _____
    b. Copy of the diploma of the highest education level achieved. _____
    c. Certificates of training and workshops attended. _____
    d. Professional or Occupational License (if related to the job applying for) _____
    e. Criminal Record Clearance (valid for one (1) year) from the date issued and must be from the state last resided for at least a year _____
    f. Copy of Immigration Card or Passport _____
    g. Copy of valid Driver's License _____

3. SUBMISSION INSTRUCTIONS

    a. The application and required documents must be submitted on or before the closing date and time.

    b. The application and required documents may be submitted by
    - Delivered to CEDA office at <u>2390 Beach Road Oleai, Unit 205.</u> The application must be in a sealed envelope with the examination announcement number on the envelope and marked 'confidential'; or
    - submitted by email to <u>c.kintol@developcnmi.com</u> with the examination number as the subject matter.
    - Mailed to CEDA to P.O. Box 502149, Saipan, MP 96950