

Application for Employment 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. Police clearance (good within 90 days) _____
 - f. Copy of 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 2390 Beach Road Oleai, Unit 205. The application must be in a sealed envelope with the examination announcement number on the envelope and marked 'confidential'; or
 - submitted by email to c.kintol@developcnmi.com with the examination number as the subject matter.