



# EMPLOYMENT APPLICATION FORM

(PLEASE PRINT OR TYPE)

This application form, if answered carefully and completely, will provide the applicant an opportunity to present his/her complete background history. This will enable the applicant to derive the greatest benefit from a personal interview and as part of our personnel record, and for better opportunity for career advancement.

## PERSONAL INFORMATION (Please fill in all spaces, if an item does not apply enter N/A)

Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	Last, First, Middle Initial.		Civil Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	Date of Application

PRESENT ADDRESS (STREET/P.O.BOX, CITY, STATE, ZIP)	Telephone number
	<input type="checkbox"/> Home
	<input type="checkbox"/> Cell
	<input type="checkbox"/> Other

Date of Birth	Social Security No.	Eligible to work in Rep. of Palau	Will you work Part-Time
		<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Yes <input type="checkbox"/> NO

Position Desired	Alternative Position	Salary Expected	Date Available

## EDUCATIONAL STATUS (Use a additional paper if necessary)

Level	Name & Location of School	From	To	Years Completed	Certificate
Primary or Elementary					
Secondary or High School					
College					
Busines or Trade					

Are you presently taking courses?	If YES, Where?	Major
<input type="checkbox"/> Yes <input type="checkbox"/> No		

PLEASE ATTACH COPIES OF ALL CERTIFICATES, DEGREES, DIPLOMAS, ETC

## LANGUAGE SKILLS (List all language and indicate with an "X" your knowledge of each)

Language	READING	SPEAKING	UNDERSTANDING	WRITING
PALAUAN	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR
ENGLISH	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR
JAPANESE	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR
OTHER:	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR

## OFFICE SKILLS (please use additional paper to list additional office skills)

WordProcessing	Computer Skills	Computer Software:	Other skills:
<input type="checkbox"/> Yes <input type="checkbox"/> No   wpm _____	<input type="checkbox"/> PC/IBM <input type="checkbox"/> MAC	<input type="checkbox"/> MSOFFICE <input type="checkbox"/> WINDOWS <input type="checkbox"/> E-MAIL	

Have you ever held a leadership position in social, fraternal, or civil organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please provide the name of all organization, position and period you served:
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Have you ever been arrested, charged or held by any law enforcement agency for a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please give details
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Have you or any of your relatives worked for the Palau Visitors Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please indicate the name and relationship to you.
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Do you have a Valid Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drivers License Number	Can you drive a manual(standard) Transmission? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## MEDICAL INFORMATION

A physical examination may be required before you can begin work at PVA.

Have you ever been injured on the job? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please explain:
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In case of emergency, whom shall we notify?
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## RECORD OF BUSINESS EXPERIENCE

Please account for all periods of employment for the last six(6) years beginning with the most recent.

Use additional sheets if necessary. Explain special qualifications if any.

Period	Name/Address/Supervisor	Beg.Salary	End.Salary	Position	Reason for Leaving

## REFERENCES

List below names of three(3) persons, not related to you, who have a definite knowledge of your qualifications and fitness for the position for which you are applying. Do not include names of Supervisors listed above.

Name	Business/Profession	Position	How Long Known	Telephone #

## PRE-EMPLOYMENT STATEMENT

I certify that, to the best of my knowledge, the foregoing statements and medical history given by me as true. I understand that if I am employed, any misrepresentation or omission by me herein will be sufficient grounds for dismissal from employment with the Palau Visitors Authority. I also authorize any investigation of the above information for purpose of verification.

I consent to taking any pre-employment physical examination required by the Organization and such future physical examinations as may be required by the Organizations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
DATE

## FOR OFFICE USE ONLY

APPLICATION: \_\_\_\_\_

INTERVIEW \_\_\_\_\_  
 MEDICAL \_\_\_\_\_  
 DATE JOIN \_\_\_\_\_  
 DATE CONFIRMED \_\_\_\_\_

PLEASE PLACE  
RECENT PHOTO  
HERE.

(1.25" X 1.5"



# VACANCY ANNOUNCEMENT

OPENING DATE: February 4, 2008

CLOSING DATE: March 7, 2008

- Position:** Marketing & Sales Coordinator  
Palau Visitors Authority Office in Manila, Philippines
- Salary Range:** \$500.00 Monthly
- Contract Term:** Fiscal Year 2008 (April 1<sup>st</sup>, 2008 – September 30<sup>th</sup>, 2008)
- Qualifications:** College Graduate  
Speak, Read & Write in English and Tagalog  
Computer Literate  
Flexibility residing in Manila, Philippines  
At least 2 years experience in International Marketing & Sales

## Major Duties & Responsibilities:

- Professionally represent Palau as a destination and promote all aspects of Palau's tourism in a professional manner.
- Promote Palau as a travel destination within Philippines through marketing and sales calls to travel agents, airlines and related entities.
- Disseminating updated information about Palau's tourism products, sites, facilities, services, etc.
- Organize Familiarization Tours to Palau for travel agents, press, media blitz, etc.
- Conduct market assessment of Philippines travel market, its impact on Palau, review travel trends and market trends to make educated forecast for PVA.
- Assist with projects and activities of the PVA Marketing Department.
- Organize participation and attend tradeshows within Philippines.
- Submit monthly report of activities accomplished during that period.
- Maintain communication with PVA Managing Director and Marketing & Research Manager by email, telephone or fax on the status of the office operation and ongoing programs.
- Perform other PVA related duties, as required by PVA Managing Director and Marketing & Research Manager.

**Please pick up an application at the  
Palau Visitors Authority.**

**For additional information, you may call 488-2793/1930.**



**PALAU VISITORS AUTHORITY**  
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Web site: <http://www.visit-palau.com> • E-mail: [pva@visit-palau.com](mailto:pva@visit-palau.com)