



# Protected Areas Network Fund

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## APPLICATION FOR EMPLOYMENT

The Protected Areas Network Fund (PANF) is an equal opportunity employer; does not discriminate against otherwise qualified applicants on the basis of race, sex/gender, religion, or ethnic origin.

### PERSONAL:

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Physical & Mailing Address

\_\_\_\_\_  
City /State Zip Code

Position Sought \_\_\_\_\_ Full Time Part Time

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security Number : \_\_\_\_\_ Are you over 18 years old? Yes \_\_\_ No \_\_\_

Are you legally eligible for employment in the Republic of Palau? Yes \_\_\_ No \_\_\_

(If offered employment, you will be required to provide documentation to verify eligibility.)

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School:** No. of Yrs Completed (circle one) 1 2 3 4

**Diploma:** Yes \_\_\_ No \_\_\_ **G.E.D.:** Yes \_\_\_ No \_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Technical/Vocational School:**

Number of Years Completed (circle one): 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

Minor \_\_\_\_\_ Degrees Earned \_\_\_\_\_

**Other Training or Degrees: (Please attach separate sheet if needed)**

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree/Certificate Earned \_\_\_\_\_

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**PROFESSIONAL LICENSE OR MEMBERSHIP:**

Type of License(s) Held \_\_\_\_\_

State of [State Name] License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_

Other Professional Memberships \_\_\_\_\_

You need not disclose membership in professional organizations that may reveal information regarding race, sex/gender, religion, or ethnic origin.

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**SKILLS :**

Microsoft Word \_\_\_\_\_ Excel \_\_\_\_\_ Power Point \_\_\_\_\_

Other Software Skills \_\_\_\_\_

**RECORD OF CONVICTION :**

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?    \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

**EMPLOYMENT:** List last employer first, including U.S. Military Service (starting with most recent)

May we contact your present employer?    \_\_\_ Yes    \_\_\_ No

If any employment was under a different name, indicate name: \_\_\_\_\_

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr    Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_ PT \_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr    Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_ PT \_\_\_ No. of Hrs. \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr    Mo/Yr

Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Duties \_\_\_\_\_ FT \_\_\_ PT \_\_\_ No. of Hrs. \_\_\_\_\_

Reason(s) for Leaving \_\_\_\_\_

**[If you wish to describe additional work experience, attach the above information for each position on a separate sheet of paper.]**

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

**REFERENCES:**

**Professional**

**Personal**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application and attachments are true and complete to the best of my knowledge and authorize PAN Fund to verify their accuracy and to obtain reference information on my work performance. I hereby release PAN Fund from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment with PAN Fund. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or PAN Fund may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_