

INSTRUCTIONS of What to do & CHECKLIST of Required Supporting Documents

1. Make sure your Application for Employment (OPM-03) is completely filled out before submitting to Staffing Section, Office of Personnel Management.
2. Make sure that you attach the following applicable supporting documents:
 - High School Diploma, GED or ADI Certificate;
 - College Degree (Associates, Bachelors, Masters or Doctorate Degree) or Official College Transcript;
 - Professional or Occupational Licenses or Certificates;
 - Certificates for training / workshops;
 - Form DD-214 for prior military service;
 - Criminal Record Clearance - good for one (1) year from date issued. (If convicted, must provide Closure Report to show proof of compliance / fulfillment of judgement order);
 - Registration Document to show proof of registry with the Selective Service System. (For U.S. male citizens between the ages of eighteen (18) to less twenty-six (26) years old). To register, you may go on line at www.sss.gov;
 - Immigration Card or Passport - required to verify Non-CNMI residents and Non-U.S. Citizens;
3. Make sure that you sign and date your Application for Employment;
4. Specify the titles of the position(s) you are applying for, include the Examination Announcement Number and then submit your application on or before the closing date of the announcement.

Please be informed that prior to a job offer, you are required to undergo a pre-employment drug test pursuant to the Alcohol and Drug Free Workplace Policy, Part V.C of the Personnel Service System Rules and Regulations.

THANK YOU AND GOOD LUCK !