



**CNMI PUBLIC SCHOOL SYSTEM  
HUMAN RESOURCES OFFICE**

**CERTIFIED EMPLOYMENT APPLICATION**

Cover Page

**LIST OF DOCUMENTS TO ATTACH TO THIS APPLICATION**

**REQUIRED DOCUMENTS:**

1.  Graduation from U.S. accredited college or university with a Bachelors Degree, Masters Degree, or higher.  
*\*\*If Non- U.S. degree accredited see No. 6 below*
2.  Valid CNMI State Board of Education Teaching Certificate
3.  Resume
4.  Original Police Clearance from place of residence for the last six (6) months.
5.  Pass PRAXIS I (PPST-Pre-Professional Skills Tests in Reading, Writing and Math) & Pass PRAXIS II Content Knowledge Test ("Pass" means meeting CNMI cut score or higher).
6.  Transcript Evaluation results from any NACES member (National Association of Credential Evaluation Services). **For Non-USA Accredited degrees only – see attachment after page 10.**

**REQUIRED UPON REQUEST:**

7.  Verification of Employment (From previous employers including dates of employment and position title)
8.  Medical Certificate (upon hire)
9.  Other: \_\_\_\_\_  
\_\_\_\_\_

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**ALL APPLICATIONS WILL BE KEPT FOR 180 DAYS ONLY**

To expedite a review of your employment application, you must submit the above required documents.

Human Resources Office will **NOT PROCESS** any incomplete applications.

*For HRO use only*  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Date: Expiration: \_\_\_\_\_



**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
 STATE BOARD OF EDUCATION  
 PUBLIC SCHOOL SYSTEM  
 P.O. BOX 501370  
 SAIPAN, MP 96950



**POLICY OF NONDISCRIMINATION**

Public School System (“PSS”) is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including a person’s sex, sexual orientation, race, color, religion, national origin, age, disability, or retaliation for the exercise of any these rights. In reading and answering the following inquiries, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any information that is not job-related.

This application will be given complete consideration, but its receipt does not imply that you will be employed. Please fill it out completely and do not alter it. You must also submit a resume with this application.

**APPLICATION FOR CERTIFIED EMPLOYMENT**

**PERSONAL DATA**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Address: \_\_\_\_\_

Street Address/Box Number    City                      State                      Zip

Permanent Address: \_\_\_\_\_

(Leave blank if the same as your current address)

E-mail Address: \_\_\_\_\_

Daytime Phone at Which You Can Be Reached: ( \_\_\_\_\_ ) \_\_\_\_\_

Evening Phone at Which You Can Be Reached: ( \_\_\_\_\_ ) \_\_\_\_\_

Are you a CNMI Government retiree?      Yes \_\_\_\_\_ No \_\_\_\_\_

**POSITION(S) APPLIED FOR:** \_\_\_\_\_

Type of Work Desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary (check one)

Salary Desired:      \$ \_\_\_\_\_ per \_\_\_\_\_ (monthly/year/hour)

## GENERAL INFORMATION

1. Have you ever applied for a job with PSS in the past? Yes  No   
If yes, please give the date of application and the position for which you applied. Please include any name changes, if applicable.
2. Have you ever been employed by PSS in the past? Yes  No   
If yes, please give dates of employment, and position(s) held. Please include any name changes, if applicable.
3. If hired, will you be able to work during the usual hours and days required for the position(s) for which you are applying? Yes  No   
If no, explain on a separate sheet of paper and attach.
4. Do you have any commitments to another employer that might affect your employment with PSS? If yes, explain on a separate sheet of paper and attach it. Yes  No
5. If hired, can you furnish proof that you are 18 years of age or older? If no, explain on a separate sheet of paper and attach it. Yes  No
6. If hired, can you furnish proof that you are eligible to work in the Commonwealth of the Northern Mariana Islands as a resident worker (U.S. citizen, national, spouse of a U.S. citizen or national, or Compact of Free Assn. citizen)? Yes  No   
If no, please indicate your citizenship:
7. Do you have a teaching certificate? Yes  No   
If not, state whether you expect to be awarded one and when.
8. Have you ever had any adverse action or any disciplinary action with regard to your teaching certificate or employment in any teaching capacity taken or proposed against you? Yes  No   
If yes, explain on a separate sheet of paper and attach it.
9. Do you have any language abilities (such as reading or speaking a language other than English) that might help you perform the job(s) for which you are applying? Yes  No   
If yes, explain on a separate sheet of paper and attach it.
10. Have you ever been convicted, pled guilty, or pled "no contest" to any felony or misdemeanor? Yes  No   
*Note: a "yes" answer does not automatically disqualify you from employment since the nature of the offense, the date it was committed, and the type of job for which you are applying will be considered.*  
If yes, explain on a separate sheet of paper and attach it.
11. Have you been charged with a crime that has not yet resulted

in a plea of guilty or no contest by you, a trial, or a dropping of the charge. *Note: a "yes" answer will not automatically disqualify you from employment* . If yes, explain on a separate sheet of paper and attach it.

Yes

No

12. Have you received a copy of the Regulations for the Public School System Employment of Certified Personnel?

Yes

No

**13. EMPLOYMENT HISTORY**

PRESENT & FORMER EMPLOYERS	
(List Most Recent First)	
MAY CONTACT YOUR PRESENT EMPLOYER. ____ Yes ____ NO	
1. Company Name	Job Title & Duties
Address	Dates of Employment From To
City, State, Zip	Reason for Leaving
Supervisor ( Name, phone number and email)	Your Name When Employed, If Different From Present Name
2. Company Name	Job Title & Duties
Address	Dates of Employment From To
City, State, Zip	Reason for Leaving
Supervisor (Name, phone number and email)	Your Name When Employed. If Different From Present Name
3. Company Name	Job Title & Duties
Address	Dates of Employment From To
City, State, Zip	Reason for Leaving
Supervisor (Name, phone number and email)	Your Name When Employed, If Different From Present Name
4. Company Name	Job Title & Duties
Address	Dates of Employment From To
City, State, Zip	Reason for Leaving
Supervisor (Name, phone number and email)	Your Name When Employed, If Different From Present Name
5. Company Name	Job Title & Duties
Address	Dates of Employment From To
City, State, Zip	Reason for Leaving
Supervisor (Name, phone number and email)	Your Name When Employed, If Different From Present Name
6. Company Name	Job Title & Duties

Address	Dates of Employment From                      To
City, State, Zip	Reason for Leaving
Supervisor (Name, phone number and email)	Your Name When Employed, If Different From Present Name
Please Account for Any Time You Were Not Employed After Leaving School in the Past Ten Years. (You need not list any unemployment periods of one month or less.)	
Time Period(s)	Reason(s) for Unemployment
IF YOU WERE UNABLE TO LIST ALL PAST JOBS OR PERIODS OF UNEMPLOYMENT ON THIS FORM, PLEASE ATTACH ADDITIONAL INFORMATION ON A BLANK SHEET OF PAPER.	

#### 14. EDUCATIONAL DATA

SCHOOLS ATTENDED	NAME OF SCHOOL and LOCATION (HIGHEST GRADE COMPLETED)	DID YOU GRADUATE?		DEGREE/ DIPLOMA/ CERTIFICATE	GRADE POINT AVERAGE	MAJOR COURSES OF STUDY
		YES	NO			
HIGH SCHOOL(S)				DO NOT ANSWER		DO NOT ANSWER
TECHNICAL, BUSINESS OR MILITARY TRAINING						
COLLEGE OR UNIVERSITY						
GRADUATE SCHOOL						
ADDITIONAL JOB-RELATED SEMINARS, SHORT COURSES, WORKSHOPS, OR OTHER EDUCATIONAL EXPERIENCES:						

#### 15. MILITARY EXPERIENCE

A. Have you served in the U.S. military? Yes  No

B. If so, list the branch and highest rank obtained: \_\_\_\_\_

C. Dates: From \_\_\_\_\_ to \_\_\_\_\_

D. Discharge: \_\_\_\_\_ Honorable \_\_\_\_\_ other (explain)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 16. REFERENCES: LIST THREE INDIVIDUALS WHO ARE NOT FORMER EMPLOYEES OR RELATIVES

NAME	ADDRESS	PHONE NUMBER	OCCUPATION	E-MAIL


17. Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-related personal information) that you think may be relevant to a decision to hire you.

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**IMPORTANT**

***Representation That Application Is Filled Out Truthfully:***

By my signature placed below, I confirm that the information provided in this employment application and accompanying resume is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment if discovered at a later date.

Date: _____	Signature: _____
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***Consent to Investigate Criminal Records – Agreement to Notify PSS of Crime:***

I authorize the CNMI Public School System’s investigation of all statements contained in this application and accompanying resume. I understand that this investigation will include obtaining a police clearance from the CNMI Department of Public Safety, if applicable, and a record of arrests and dispositions from the Federal Bureau of Investigation. I also agree to notify the PSS within fifteen days if I should be charged or convicted of any crime, while my job application is pending or, if hired, during my period of employment.

Date: _____	Signature: _____
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***Consent to Review License/Credential Records & NASDTEC Records:***

I authorize the CNMI Public School System’s investigation of all statements contained in this application and accompanying resume by reviewing the records of any state licensing authority under which I currently am, or formerly was, licensed and any record of employment history available from the National Association of State Directors of Teacher Education and Certification Clearing House.

Date: _____	Signature: _____
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***Consent to Review Employment Records:***

I authorize the CNMI Public School System (PSS) to contact my present employer (unless otherwise noted in this application form), past employers, past and present co-workers, listed references and review any records of my past or present employment (unless this form indicates that the present employer is not to be contacted) that PSS finds relevant in determining my suitability for the employment position applied for.

I also authorize any person, school, current employer (except as previously noted), past employers, and organizations named in this application form and accompanying resume to provide PSS with relevant information and opinions that may be useful to PSS in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

***Consent to Physical Examination and Review of Medical Records:***

I give permission for a complete physical examination by the CNMI Public School System (PSS), including a drug screening exam and x-rays, and I consent to the release to PSS of any and all medical information, as may be deemed necessary by PSS in judging my capability to do the work for which I am applying.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

***Consent to Drug Testing:***

I give permission for the CNMI Public School System (PSS) and its authorized representatives to collect blood, urine, saliva, or hair samples from me and to conduct any necessary tests to determine the presence or use of drugs or controlled substances. Furthermore, I give my consent for the release of the results of such test and related medical opinion to PSS or its authorized representatives. I understand that if I refuse to consent, I may be refused employment, or if already employed, subject to disciplinary action, including discharge from employment.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS IS AN APPLICATION—NOT A CONTRACT. I UNDERSTAND THAT THIS APPLICATION DOES NOT, BY ITSELF, CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS SUBJECT TO THE TERMS AND CONDITIONS OF THE EMPLOYMENT CONTRACT FOR CERTIFIED PERSONNEL AND THE RULES AND REGULATIONS OF THE PUBLIC SCHOOL SYSTEM.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

***Agreement that C.N.M.I. Law and Courts Govern the Application Process:***

I agree that the laws of the Commonwealth of the Northern Mariana Islands shall govern all aspects of my applying for a job with the PSS and that any legal or equitable action I may bring regarding my applying for a job and/or any matters related to this process shall be brought in the Commonwealth of the Northern Mariana Islands Courts of Law only.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**A MEDICAL EXAMINATION IS REQUIRED FOR THIS JOB.**

**IF YOU ARE HIRED, A MEDICAL EXAMINATION WILL BE REQUIRED BEFORE YOU START WORK. IF THE EXAMINATION DISCLOSES MEDICAL CONDITIONS THAT PREVENT YOU FROM SUCCESSFULLY PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB, PSS WILL ATTEMPT TO MAKE ACCOMMODATIONS TO ALLOW YOU TO WORK. IF NO REASONABLE ACCOMMODATIONS CAN BE FOUND, OR THEY CAUSE AN UNDUE HARDSHIP ON PSS, THE TENTATIVE OFFER OF EMPLOYMENT WILL BE WITHDRAWN.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*\*\*\*CERTIFICATION OF HUMAN RESOURCES OFFICE\*\*\*\*\***

Human Resources Office hereby confirms that this application has the required applicant signatures affixed for:

- Representation That Application Is Filled Out Truthfully.
- Consent to Investigate Criminal Records/Agreement to Notify PSS of Crime Info.
- Consent to Review License/Credential Records & NASDTEC Records.
- Consent to Review Employment Records.
- Consent to Physical Examination and Review of Medical Records.
- Consent to Drug Testing.
- This Is An Application—Not A Contract.
- Agreement that C.N.M.I. Law and Courts Govern
- A Medical Examination Is Required For This Job.

**Dated:** \_\_\_\_\_

HRO Staff



## **FOR YOUR INFORMATION**

*Read the rules and regulations for employment:*

Many of the questions you may have about employment by the Public School System will be answered in its employment regulations. These regulations explain the hiring process in chronological order from recruitment and interviewing, the employment decision, the employment contract, and the contract period to renewal. Teachers and librarians will have to be certified in the CNMI for their contracts to be valid. That process is described in the regulations. The regulations also set the standards of conduct for employees, discipline of employees and employee grievances. Please take the time to read them before coming to your interview. They will tell you a lot about our attitude towards the job for which you are applying.

*What if your interview goes well:*

In the event that the PSS Recruiter determines that he or she will recommend you for employment, then you will be asked to provide a certified copy of your teaching certificate, if applicable, to the PSS Recruiter along with a local criminal records clearance. In some cases you may also be asked to arrange to have your post-secondary institution(s) send an official copy of your transcript of courses, grades, and degrees awarded to the Human Resources Officer at the CNMI Public School System, P.O. Box 501370, Saipan, MP 96950.

The Recruiter will verify your work experience and contact your present or former supervisors and co-workers to determine your suitability for employment. The Human Resources Officer on Saipan shall seek a police clearance if a local CNMI resident applicant and shall obtain a National Association of State Directors of Teacher Education and Certification clearance for all applicants.

*Your first notice—the Intent to Offer Employment Letter:*

If the decision is made to offer you employment, you will be notified by receiving an Intent to Offer Employment Letter. This letter is not a contract of employment or an offer of employment; it is notice that PSS intends to make you an offer of employment in the near future. This offer may not be made despite these intentions for various reasons, such as budgetary restraints.

***When am I employed exactly?***

If your application process continues to proceed favorably you will next receive an executed contract of employment. You are to sign it, keep a copy and return the original. At this point, you have been hired. However, the contract is conditioned upon a medical examination that discloses no conditions that will prevent you from performing the essential functions of the job or that will pose a significant risk of substantial harm to your health or safety or that of other people in the workplace that cannot be reasonably accommodated or that will cause an undue hardship on PSS. Before you commence your contract, you must undergo and submit satisfactory documentation of the results of the physical examination.

***What about licensing?***

Within 14 days of starting your contract, you must submit to the Human Resources Office a completed application for a teacher, counselor or librarian Basic I certificate. The results of your physical examination, a statement from a state or national education agency that you have a license and that it has not been suspended or revoked, two passport-size color photographs and completed fingerprint cards must be submitted along with a completed application form. These cards will be provided to the Federal Bureau of Identification (FBI) to do a more thorough criminal records check to be considered in determining whether to issue you a certificate as a teacher or librarian. A decision by the Certification Committee will be rendered within 60 days of the filing of a completed application along with all necessary documentation. In the interim, the Human Resources Officer will grant you a *temporary* certificate so that you may work. The Basic I certificate will be valid for a period of time equaling the term of your initial contract with the PSS, unless earlier revoked or suspended. You may also mail your application using the following format:

ATTN: CNMI State Board of Education Certification & Licensure Office  
P.O. Box 501370, Saipan, MP 96950 or,

You may also contact Ms. Valerie Malwelbug at (670) 237-3010 or by e-mail at [valerie.malwelbug@cnmipss.org](mailto:valerie.malwelbug@cnmipss.org) if you have any questions.

***What benefits are given to persons who have to move to accept employment?***

Persons with a point of hire that is different than the island assigned for work are referred to as “off-island hires.” These persons will be provided a contract addendum entitled “Off-Island Hire Terms and Conditions” to execute at the same time as the contract. You may ask to see the addendum during your interview. As the benefits frequently change, the addendum in use during your interview will provide the most accurate information.

Pending availability of funds, one-way transportation to the CNMI is provided to off-island hires. Airfare from the point of hire to the island assigned for work and three days of hotel accommodations and meal allowances are provided for employees and up to three of their eligible dependants who do not already have a place to stay on island. Housing allowances are no longer provided to Certified employees. There are a number of conditions attached to these benefits which are explained in the contract addendum.

***How do / find out more about the CNM/?***

A commercial Internet service provider maintains a home page for the CNMI on the World Wide Web at <http://www.saipan.com> and/or <http://www.cnmi.net>. You can also write to the Human Resources Officer for the Public School System at P.O. Box 501370, Saipan, MP 96950.

You may tear off these last two pages and keep them for your reference. No handwritten or oral changes to the matters herein are authorized. The information provided is for your convenience. The Public School System expressly reserves the right to change the regulations, procedures and contract at any time.