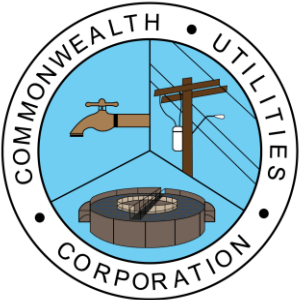


COMMONWEALTH UTILITIES CORPORATION (CUC)



EMPLOYMENT APPLICATION CORPORATE MISSION:

The Commonwealth Utilities Corporation is dedicated to excellent customer service and providing reliable, environmentally sensitive and effective Power, Water, and Wastewater services for the people of the CNMI at the lowest reasonable cost while providing safety to our employees and our community.

CUC IS A ZERO-TOLERANCE DRUG & ALCOHOL FREE WORKPLACE

1. ANNOUNCEMENT APPLIED FOR:

JVA# _____

POSITION: _____

2. RECEIVED BY CUC/ CUC USE ONLY:

3. APPLICANT

LAST: _____

FIRST: _____

MIDDLE: _____

4. CONTACT INFORMATION

PHONE: _____

MOBILE PHONE: _____

EMAIL: _____

APPLICATION REQUIREMENTS AND EXPECTATIONS FOR APPLICANT:

First, fill out an application form and submit to Human Resources on or before the close of business at 4:30 p.m. local time, unless notification is provided otherwise. Tinian and Rota applicants are to submit their application to the CUC Tinian Administration Office and CUC Rota Administration Office. Should the Human Resource Office be temporarily closed, applicants on Saipan may also submit their application to the Executive Director's Office.

Second, if you are not a current CUC employee, submit an original police clearance (also called a criminal record clearance) to Human Resources (or the respective administrative office). Human Resources is only interested in viewing an original. CUC will inspect the original, make a copy, and return the document to the applicant.

Copies of a police clearance may be accepted during the application process. However, the original is to be provided no later than the first three (3) workdays of employment. Employment may be rescinded or terminated without cause if this requirement is not fulfilled. An employment contract renewal may be disapproved if this requirement is not fulfilled.

Police clearances shall be from the applicant's place(s) of residence in the most recent twelve (12) month period preceding the application submission. Applicants are expected to make a best effort to make such submission. Failure to submit a valid police clearance shall be grounds for disqualification.

If the applicant cannot provide an original verification from all places of residence in the last 12 months, a notarized affidavit certifying the existence or non-existence of a conviction may be accepted as an alternative.

If selected and offered intent to employ, applicant may be required to obtain a federal criminal record clearance from the U.S. District Court for the Northern Mariana Islands. Depending on what may appear on the clearance and applicant's response, intent to employ may be withdrawn.

Police clearances are valid for a year from the date they are issued, not a year from the date of employment application submission

Third, unless CUC already has verification, submit verification of education. For the highest education level achieved or for the applicable education requirement of the vacancy, any "one" of the following is needed: (1) show the "original" diploma or degree to the Human Resource Office where a copy will be made and the original will be immediately returned, (2) show Human Resources an "original" certification letter from the school registrar verifying graduation and a copy will be made and the original immediately returned, or (3) send or provide Human Resources an official, sealed transcript from the school.

Copies of an original degree, diploma, and certification letter may be accepted during the application process. However, the original must be provided no later than the first three (3) workdays of employment. Employment could always be rescinded or terminated without cause if such requirement is not fulfilled. An employment contract renewal may be disapproved if such requirement is not fulfilled.

Fourth, take note that CUC may re-evaluate hiring needs at any time. Should a vacancy be determined to no longer be necessary or should an alternative to filling a certain vacancy announcement be determined, CUC may close any vacancy without selection.

Fifth, the Commonwealth Utilities Corporation is an equal opportunity provider and employer and will not discriminate or tolerate discrimination

against any employee or applicant in any manner prohibited by law.

Form 1-9 CNMI:

The United States government requires the filling out of the Form 1-9 CNMI to verify eligibility to work in the U.S. All CUC employees must be authorized to work in the U.S. or specifically the Northern Mariana Islands, a U.S. commonwealth. Any potential employee requiring an employer petition or sponsorship must secure all required United States government and Northern Mariana Islands government documents before starting employment.

CUC does not discriminate in the filling out of a Form I-9 CNMI. If CUC asks questions about a document being provided to verify employment authorization, it will be for clarification and verification purposes. A document that does not easily or readily appear to CUC as an original document may be questioned by CUC. Copies will not be accepted as originals.

Copies of original documents will be made for each employee completing the Form I-9 CNMI.

Application Instructions:

Please type or print neatly using a ballpoint pen, blue ink is preferred.

Make all responses clear and legible. Answer all questions completely and accurately.

Read and sign the certification at the end of the application form.

Not following instructions may reduce or eliminate your opportunity to compete.

You are encouraged to provide a resume with this application. You are still expected to complete Section No. 21 on "Previous Positions", however.

We ask that you initial and date the footer of each page of the application.

Please submit a separate application per job vacancy announcement (JVA) interested in.

5. Do you have any Immediate Relative employed here in CUC? YES ___ NO ___

If Yes

Who: _____

Division: _____

6. Have you ever been employed here in CUC?

YES: ___ NO: ___

If Yes

Island: _____

Division: _____

From: _____ to: _____

7. CURRENT RESIDENCE ADDRESS:

LINE 1: _____

LINE 2: _____

CITY: _____

STATE: _____

ZIP CODE: _____

8. CURRENT MAILING ADDRESS, if different from current residence address:

LINE 1: _____

LINE 2: _____

CITY: _____

STATE: _____

ZIP CODE: _____

9. EMPLOYMENT AUTHORIZATION:

Are you a United States citizen, U.S. permanent resident, or CNMI permanent resident?

YES: ___ NO: ___

Do you already have an acceptable set of required-

documentation to complete the Form 1-9 CNMI to verify your authorization to work in the U.S. and specifically the Northern Mariana Islands, a U.S. commonwealth?

YES ___ NO ___

If you answer "YES" it means that you do not need an employer to obtain a U.S. work visa for you to work.

10. REASONABLE ACCOMMODATION:

Do you agree that you will inform CUC about how it could reasonably accommodate any special need you may have now or in the future?

YES ___ NO ___

11. ARE YOU ATLEAST EIGHTEEN (18) YEARS OLD:

YES ___ NO ___

12. SELECTIVE SERVICE:

If you are a male between the ages of 18 and 26 and required to register with the Selective Service, you agree to ensure you are registered with the Selective Service before your first workday, if offered a position?

YES ___ NO ___ OR NOT APPLICABLE ___

13. START DATE, IF SELECTED:

When are you available: _____

14. CONVICTIONS:

In the last five (5) years, have you been convicted in any court of law or forfeited bail?

YES ___ NO ___

Do you have any criminal actions pending against you in any court of law?

YES ___ NO ___

If you answer 'YES' to either question in this section, please explain each conviction and each criminal action pending on a separate sheet of paper. A "YES" answer does not automatically exclude an applicant from consideration.

15. EMPLOYMENT FIRING:

In the last five (5) years, have you been fired for any reason?

YES: ____ NO: ____

In the last five (5) years, have you quit a job to avoid being fired?

YES: ____ NO: ____

If you answered yes, to either question in this section, please explain each firing and/or each quitting to avoid firing. Note that a yes answer does not automatically exclude an applicant from consideration

16. RETIREMENT:

Are you retired from and receiving retirement benefits from the CNMI government?

YES: ____ NO: ____

If you are retired and receiving retirement benefits from the CNMI government, are you qualified for exemption payment per 1 CMC 8392(a) and therefore eligible for employment?

YES: ____ NO: ____

17. REFERENCE:

Please provide at least three persons (not related to you) who have worked with you or who have knowledge about your job qualifications.

FIRST:

CONTACT: _____

BUSINESS/ OCCUPATION: _____

SECOND:

CONTACT: _____

BUSINESS/ OCCUPATION: _____

THIRD:

CONTACT: _____

BUSINESS/ OCCUPATION: _____

FOURTH:

CONTACT: _____

BUSINESS/ OCCUPATION: _____

18. SPECIAL QUALIFICATIONS:

Special qualifications, certifications, licenses, etc. related to this job you are applying for or interested in:

19. LANGUAGE SKILL(S):

Start by naming the language, then indicate your knowledge by circling each skill.

A. _____

Read

Speak

Understand

Write

B. _____

Read

Speak

Understand

Write

C. _____

Read

Speak

Understand

Write

20. EDUCATION AND TRAINING:

Place an "X" next to the left of all that is appropriate. Then be sure to provide official transcript or show original documents upon application submission.

No high school or equivalent.

High school diploma or equivalent.

Some vocational training.

Vocational "diploma" in _____

Some College.

Associate's degree in _____

Bachelor's degree in _____

Some Graduate school.

Master's degree in _____

Doctorate degree in _____

Licensed professional as a(n) _____

Other, please specify:

21. PREVIOUS POSITIONS:

This section is to be completed even though a CV or resume is being attached. Start with the latest employment and continue with earlier employment and/or employment most applicable for the position applying for.

Latest company: _____

Dates Employed:

From: _____ To: _____

Address: _____

Latest Position: _____

Latest Salary: _____

Starting Position: _____

Starting Salary: _____

Reason for Leaving Company: _____

Second company: _____

Dates Employed:

From: _____ To: _____

Address: _____

Latest Position: _____

Latest Salary: _____

Starting Position: _____

Starting Salary: _____

Reason for Leaving Company: _____

Third company: _____

Dates Employed:

From: _____ To: _____

Address: _____

Latest Position: _____

Latest Salary: _____

Starting Position: _____

Starting Salary: _____

Reason for Leaving Company: _____

Fourth company: _____

Dates Employed:

From: _____ To: _____

Address: _____

Latest Position: _____

Latest Salary: _____

Starting Position: _____

Starting Salary: _____

Reason for Leaving Company: _____

22. APPLICANT’S CERTIFICATION AND AUTHORIZATION:

I hereby affirm that the information provided on this application (and accompanying CV or resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal (from employment) if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from any all liability or responsibility all persons and companies requesting or supplying information.

I hereby agree to submit to any lawful drug, integrity, or skills testing that may be required as a condition of employment or continued employment, and understand that unless otherwise prohibited by law, refusal to submit to drug testing during the course of my employment may result in discharge pursuant to the CUC Employee Drug and Alcohol Abuse Policy.

I hereby agree to provide any requested police clearance. I also agree to provide a record search from the United States District Court for the Northern Mariana Islands, if requested.

I hereby authorize and release any records, files, documents or other information pertaining to me which may be obtained in a reference check or credit report from one or more of the three Credit Bureaus: Experian, Equifax, and TransUnion.

I also understand that my employment is terminable for cause or necessity pursuant to CUC personnel policies or my CUC employment contract, if offered employment.

I understand that this application does not provide any guarantee of employment. If offered a job, I understand that I will be given a letter of intent to employ with further details about the hiring process.

I understand that when I am competing for a position, this authorization is good for a year from my signature below. However, if offered and employed by CUC, this authorization is good for the duration of my employment at CUC.

I certify that I have read and understand the preceding paragraphs of this Section No. 20.

Announcement Applied: JVA NO. & POSITION

PRINT NAME:

Other names known by:

SIGNATURE:

DATE: _____

It is recommended and advised to submit a separate CUC Employment Application for each job vacancy announcement (JVA) interested in. CUC does not automatically transfer any application from one JVA file to another or from the open file to a JVA.

THE COMMONWEALTH UTILITIES CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT IN ANY MANNER PROHIBITED BY LAW.

CUC IS A ZERO-TOLERANCE DRUG & ALCOHOL FREE WORKPLACE



Commonwealth Utilities Corporation Human Resources Office



Required Supporting Document Checklist

- Resume
- Copy of High School Diploma, GED or ADI Certificate
- Copy of College Degree (Associates, Bachelors, Masters or Doctorate Degree) or Official College Transcript
- Copy of Professional or Occupational Licenses or Certificates
- Copy of Certificates for training/workshops
- Police Clearance – for location in which you have resided for the past 12 months
- Selective Service Registration (For **Males** between the ages of eighteen (18) to twenty-six (26))

When submitting your employment application, ensure that it is complete and you have signed and dated it.