



## Application for Employment Checklist

1	Ensure the Application for Employment is completely filled and signed.
2	The following must be submitted with your employment application.
	a. Cover Letter and Resume
	b. A copy of the diploma of the highest education level achieved. - <i>High School Diploma or GED Certificate</i> - <i>College Degree and or Official Transcript when claiming a Degree.</i>
	c. Certificates of Trainings / Workshops attended
	d. Professional or Occupational License (if related to the job applying for)
	e. Police Clearance (good within 90 days)
	f. Copy of Passport
	g. Copy of valid Driver's License
3	<b>Submission Instructions:</b> <ul style="list-style-type: none"><li>- The application and required documents must be submitted on or before the closing date.</li><li>- Application and required documents may be submitted to CEDA Saipan Office at <b>2390 Beach Road Oleai, Unit 205</b>. The envelope must be sealed and addressed to Manuel A. Sablan, Executive Director, and the examination number written on the envelope; or</li><li>- Submitted by email to <a href="mailto:m.sablan@developcnmi.com">m.sablan@developcnmi.com</a> and <a href="mailto:c.kintol@developcnmi.com">c.kintol@developcnmi.com</a> with the examination number as the subject.</li><li>- Should the applicant be from outside the CNMI, it is recommended that the Application for Employment with required documents be submitted one day or more prior to the closing date.</li></ul>