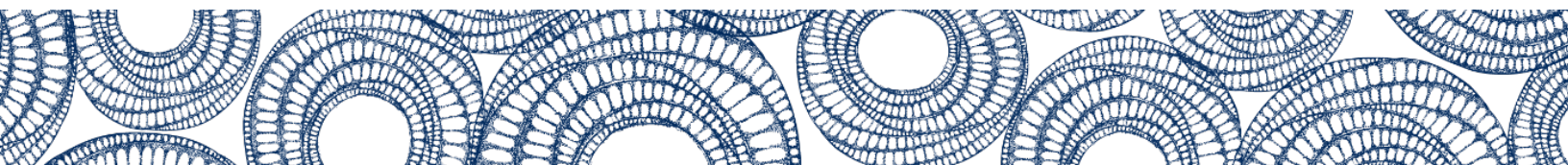


**CRITICAL THINGS TO BE AWARE OF BEFORE SUBMITTING YOUR EMPLOYMENT
APPLICATION**

APPLICATION INSTRUCTIONS:

1. Thoroughly review your MVA employment application to ensure that you completely and correctly answer all the questions/items listed in the employment application form. Be specific about the position for which you are applying. *Even if you attach a resume, your employment application will be deemed **INCOMPLETE** if it is not filled out completely. An incomplete employment application **WILL NOT** be considered for employment.*
2. Applicable documents should be submitted with your employment application:
 - High school diploma or GED Certificate
 - College degree, if applicable
 - Certificate/s of Training/Workshops
 - Professional or occupational licenses or certifications
 - Signed acknowledgement of this form.
3. Please ensure that you sign and date your employment application and submit your completed application on or before the scheduled closing time of the announcement. Employment applications may be submitted to the Marianas Visitors Authority main office in Saipan or its branch offices in Tinian or Rota, or emailed to hadmin@mymarianas.com. **LATE SUBMISSIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT.**
4. A completed employment application and supporting documents must be submitted during the MVA's normal business hours as follows:
 - Monday through Friday from 8:00 am to 5:00 pm (Saipan) or 7:30 am to 4:30 pm (Tinian and Rota).
 - The MVA Offices will be closed on official government holidays.
 - If the closing date falls on a holiday, the closing date will be extended to the next business day.
 - Applications may be emailed to hadmin@mymarianas.com



5. Applicants are responsible for providing all of the necessary documents. The MVA will not provide copying service. Required documents must be submitted or the application will be considered incomplete. Incomplete applications will not be considered for employment.

POST-APPLICATION INSTRUCTIONS:

1. The following documents must be submitted in full upon job offer or the offer will be withdrawn:
 - a. Copy of police clearance or criminal record clearance. This document will be good for one (1) year from the date of issue. If the Applicant has not resided in the CNMI for at least the preceding three (3) years, a clearance from the last place of residence must be provided.
 - b. DD Form 214 or other Official Document certifying military service (If applicable).
 - c. Valid Driver's License, passport, or pictured ID card and Employment Authorization Document (If applicable).
 - d. Proof of Registration with the Selective Service System (Public Law No. 11-70) for U.S. male citizens between the ages of eighteen (18) and twenty-six (26) years. Registration can be accomplished at www.sss.gov.
2. For all prospective employees, any offer of employment will be contingent upon taking and passing a pre-employment drug test upon receipt of the offer, in accordance with the MVA Alcohol and Drug Free Workplace Policy. The cost associated with the pre-employment drug test shall be the responsibility of the prospective employee.

Acknowledged by: _____
Print Name & Sign

Date: _____

