

Human Resources Department

Employment Application

Palau Judiciary

HR Form 18 (9/1/2026)

Required Documents — the following must be submitted with this application:

Resume and Cover Letter;

Copy of High School Diploma or College Degree;

Copy of Government Issued Identification Card;

Police Clearance;

Drug Test Results

and any documents or certifications that will support your application.

Position Applying For:	Vacancy No.:

A. GENERAL INFORMATION		
1. Last Name, First Name, Middle Initial		
2. Phone Number	E-mail Address	3. Social Security Number
4. Present Address	5. Place of Birth — City / State	
6. Country of Citizenship	Foreign Country (if applicable)	
7. Date of Birth (mm/dd/yyyy)	8. Other Names Previously Used for Employment	9. Marital Status
10. Do you have any relatives who are Judges or employees of the Republic of Palau Courts? If yes, provide their names, positions, and relationship to you. ☐ YES ☐ NO		
11. Have you ever been convicted? ☐ YES ☐ NO		

You may omit: (1) offenses committed before your 18th birthday adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses for which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less. If yes, explain below.

B. EDUCATION

12. High school diploma or G.E.D.? ☐ YES ☐ NO If yes, Date of Completion: _____

13. College / University (including law schools) — Name and Location

Dates Attended

Degree

GPA / Standing

C. LANGUAGE

17. Language

Understand

Speak

Read / Write

Please indicate: None, Poor, Fair, Good, or Excellent for each language and skill area.

D. APPLICANTS FOR LEGAL POSITIONS (complete only if applying for a court legal position)

18. (a) Are you admitted to a Bar? ☐ YES ☐ NO If yes, list the Bar(s) and dates of admission:

E. WORK EXPERIENCE (start with your present position and work back 10 years; use additional pages if necessary)

Dates of Employment — From:	To:	Hours per Week:	Exact Title of Employment:		
Starting Salary: \$	Per:	Final Salary: \$	Per:	Grade / Level:	Kind of Business / Organization:
Place of Employment (City, State or Country):	Name and Address of Employer:				
Name and Title of Immediate Supervisor:	Business Telephone:	Employees Supervised:			

Reason for Leaving:

Description of Work:

Dates of Employment — From:	To:	Hours per Week:	Exact Title of Employment:		
Starting Salary: \$	Per:	Final Salary: \$	Per:	Grade / Level:	Kind of Business / Organization:

Place of Employment (City, State or Country):	Name and Address of Employer:				
Name and Title of Immediate Supervisor:	Business Telephone:	Employees Supervised:			

Reason for Leaving:

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Dates of Employment — From:	To:	Hours per Week:	Exact Title of Employment:		
Starting Salary: \$	Per:	Final Salary: \$	Per:	Grade / Level:	Kind of Business / Organization:
Place of Employment (City, State or Country):	Name and Address of Employer:				
Name and Title of Immediate Supervisor:	Business Telephone:	Employees Supervised:			

Reason for Leaving:

Description of Work:

F. PERSONAL STATEMENT
Write an essay in no more than 500 words about what we should know about you that is not reflected in this application. You may attach the essay to this application.

G. REFERENCES												
List three persons not related to you who have definite knowledge of your qualifications and fitness for the position you are applying for. Do not list supervisors already listed under Work Experience.												
<table><tr><th>Full Name</th><th>Present Address</th><th>Occupation</th><th>Phone No.</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Full Name	Present Address	Occupation	Phone No.								
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H. PRE-EMPLOYMENT DRUG TESTING NOTICE

NOTICE TO ALL APPLICANTS

Pursuant to Administrative Directive No. 26-003 and the Republic of Palau Public Law 12-5 (RPPL 12-5), all applicants for employment with the Judiciary of the Republic of Palau are required to submit to and pass a pre-employment drug test as a condition of employment. The drug test screens for the presence of controlled substances as defined under RPPL 12-5 and Title 34 of the Palau National Code, including marijuana, cocaine, methamphetamine, and all Schedule I through V controlled substances. Testing may be conducted by blood or urine sample.

Cost: The cost of the pre-employment drug test is the sole responsibility of the applicant.

Testing Facility: Testing must be conducted at a facility designated by the Administrative Director. Applicants will be notified of the designated facility upon conditional offer of employment.

Initial Result: A positive initial test result does not constitute a final determination. A confirmatory test will be conducted within one (1) calendar day of the initial result.

Confirmatory Test: If the confirmatory test result is negative or establishes a false positive, no adverse action will be taken and the applicant will be reimbursed for the cost of the confirmatory test. A confirmed positive result on the confirmatory test will disqualify the applicant from employment consideration.

Final Determination: No offer of employment will be finalized until a negative or cleared drug test result is received by the Human Resource Specialist. All results are maintained confidentially in the applicant's file.

By signing below, the applicant acknowledges receipt of this notice and agrees to submit to pre-employment drug testing as a condition of further consideration for employment.

Applicant Acknowledgement — Signature: _____ Date: _____

APPLICATION CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on or attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for dismissal after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Signature (Print and Sign): _____ Date: _____

