



# THE JAPANESE SCHOOL OF GUAM

E-Mail: [japaneseschoolguam@gmail.com](mailto:japaneseschoolguam@gmail.com) Web: <http://japaneseschoolguam.com>  
 Tel: (671) 734-8024/8025 Fax: (671) 734-8026 170 Terao Street, Mangilao, Guam 96913



## Application Form for Employment

### 1. JOB POSITION & CLASSIFICATION

Job position applied for		Division	
School President		<input checked="" type="checkbox"/> Finance and Management	<input type="checkbox"/> Full Time School
		<input type="checkbox"/> Administration Office	<input type="checkbox"/> Supplementary School
			<input type="checkbox"/> Kindergarten
Term of employment for this position (Contract or At-will employment)			
<input checked="" type="checkbox"/> Employment for this position is fixed term contract for one year. Contract may be renewed one year at a time, upon mutual agreement of both parties.		<input type="checkbox"/> Employment for this position is 'at will' which means that employment is for no specified term.	
Job classification			
<input checked="" type="checkbox"/> Exempt, monthly fixed salary	<input type="checkbox"/> Non-exempt, Hourly wage, full-time	<input type="checkbox"/> Non-exempt, Hourly wage, part-time	<input type="checkbox"/> Other work arrangement
Job start date	Date you can start working	Salary /Wage desired	
March 01, 2024			

### 2. PERSONAL INFORMATION

First name	Middle initial	Last name	Home phone	Mobile phone
Mailing address			Email address	
If hired, can you present proof that you are legally authorized to work in the United States?			Are you at least 18 years of age?	
Are you able to perform the essential function of the job you are applying, with or without a reasonable accommodation? If accommodation is required, how would you perform the duties, and with what accommodation?				
Can you work flexible days and hours, including weekends and holidays?				

### 3. EDUCATION & TRAINING

	Name of School & Location	Subjects Studied/Major	Graduated?	Diploma/Degree
High School				
College or University				
Other Institutions				

**4. LICENSE, CERTIFICATE, QUALIFICATION, ACHIEVEMENT, AWARD, SKILL & KNOWLEDGE**

Licenses, certificates and qualifications									
Achievements and awards									
Work-related skills, knowledge and competencies									
Language skills	Read			Write			Speak		
Japanese	( ) Basic	( ) Fair	( ) Fluent	( ) Basic	( ) Fair	( ) Fluent	( ) Basic	( ) Fair	( ) Fluent
English	( ) Basic	( ) Fair	( ) Fluent	( ) Basic	( ) Fair	( ) Fluent	( ) Basic	( ) Fair	( ) Fluent
Computer proficiency				Beginner	Intermediate	Advanced	Proficient		
Internet and E-mail communication									
Microsoft Word									
Microsoft Excel									
Microsoft PowerPoint									
Website software name:									
Accounting software name:									
Online communication software name:									

**5. WORK HISTORY & EXPERIENCES (start with your current or most recent one)**

Employer Name	Location	Phone	Employment Duration (M/Y)	
			From	
			To	
Last Job Title	Describe the Work Performed			
Immediate Superior's Name and Title	Final Salary/Hourly Rate		Reason for Separation	

Employer Name	Location	Phone	Employment Duration (M/Y)	
			From	
			To	
Last Job Title	Describe the Work Performed			
Immediate Superior's Name and Title	Final Salary/Hourly Rate		Reason for Separation	

Employer Name	Location	Phone	Employment Duration (M/Y)	
			From	
			To	
Last Job Title	Describe the Work Performed			
Immediate Superior's Name and Title	Final Salary/Hourly Rate		Reason for Separation	

**6. REFERENCES (Give names of three persons NOT related to you)**

Name of Person	Business Name and Location	Relationship	Phone

**7. PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that all information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omission or misrepresentations are discovered, my application may be rejected and if I am hired, my employment may be terminated at any time. I authorize persons, schools, employers and organizations named on this application to provide any relevant information that may be required to arrive at an employment decision, **with exception of contacting my current employer if I have so requested.**

Applicant's Name (First, Last)	Applicant's Signature	Today's Date
--------------------------------	-----------------------	--------------

The Japanese School of Guam is an equal opportunity employer and committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, marital status, or any other protected characteristics as outlined by federal or Guam laws. This policy applies to all employment practices within our organization, including recruiting, hiring, assignment, promotion, demotion, discipline, termination, layoffs, recall, wages, employee benefits, and training. We make hiring decisions based solely on qualifications, merit and business needs at the time.

**FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

Application Form was reviewed by: \_\_\_\_\_ on: \_\_\_\_\_

Application Form was reviewed by: \_\_\_\_\_ on: \_\_\_\_\_

Application Form was reviewed by: \_\_\_\_\_ on: \_\_\_\_\_

( ) Didn't scheduled for interview ( ) Scheduled for interview ( ) Interviewed on: \_\_\_\_\_