



CSC-OPM Office of Personnel Management

INSTRUCTIONS/CHECKLIST of Required Supporting Documents

1. Make sure your official document, Application of Employment (OPM-3), is truthfully and completely filled out before submitting to the Staffing Section of the Office of Personnel Management. Providing a resume of detailed information is optional, yet encouraged.

2. Make sure that you attach the following applicable supporting documents. **Boldfaced** are the basic requirements needed to complete your application packet :

- ★ **High School or equivalent education program Diploma, Transcript or Graduation Certification Letter.**
- ★ **College Degree or Official College Transcript** (Documents written in a foreign language should be translated into English)
- ★ **Criminal Record Clearance** (Valid for one (1) year from the date issued and must be from the state they have resided for at least a year)
- ★ **Valid Driver's License or Valid Identification Card**
- ★ **Registration document to show proof of registry with the Selective Service System.** (For US male citizens between the ages of eighteen (18) to less than twenty six (26) years old) To register, you may go on-line at www.sss.gov
- ★ **Immigration Card or Passport** required to verify Non-CNMI residents and Non-US Citizens.
- Professional or Occupational Licenses or Certificates
- Certificates for training/workshops
- Form DD-214 for prior military services

3. Make sure that you sign and date your Application of Employment.

4. Specify the titles of the position (s) you are applying for and its Examination Announcement number. Submit your application on or before the closing date of the announcement

For more information on about our office and job vacancy announcements, you may access our website at

opm.cnmi.gov For additional departments/agencies job vacancy listing, please review the websites provided on the reverse side of this document.

Please be informed that prior to a job offer, you are required to undergo a pre-employment drug test screening pursuant to the Alcohol and Drug Free Workplace, Part V.C of the Personnel Services System Rules and Regulations.

Thank You and Good Luck!