




HUMAN RESOURCES OFFICE

Applicant Tracking Standard Operating Procedures

Use the personal information provided on the Government of Guam Employment Application to enter applications into the system for Applicant Tracking.

GCC Revised 11/20/2018 asst

Employment Application		OFFICIAL USE ONLY - REQUIRED DOCUMENTS	
 GOVERNMENT OF GUAM WE ARE AN EQUAL OPPORTUNITY EMPLOYER FORM A		Accepted By (Print Name & Initial): _____	
		Date: _____	Agency Applied For: _____
		Driver's License Type: _____ Y N N/A	State: _____ Exp. Date: _____
		H.S. Diploma/GED: _____ Y N N/A	College Transcript: _____ Y N N/A
		Other: _____ Y N	
APPLICATION #: _____		OS #: _____	
APPLICATION INSTRUCTIONS: Give full and complete information. For questions which do not apply to you, please write "N/A" (Not Applicable). Your Social Security Number is necessary to maintain proper identification of your records. Refer to the page entitled "GENERAL INSTRUCTIONS & INFORMATION" for further information.			
1. POSITION APPLIED FOR: _____		2. JOB ANNOUNCEMENT NO.: _____	
3. LOWEST SALARY ACCEPTABLE: _____			
4. NAME: Last First Middle		5. SOCIAL SECURITY NO.: _____	
6. MAILING ADDRESS: P.O. Box or Street Number		City	State Zip Code
7. HOME ADDRESS: Street Number		City	State Zip Code
8. TELEPHONE NO.: Home: _____ Work: _____ Cell: _____		E-Mail: _____	
9. EDUCATION: Please check and indicate all of your formal educational accomplishments: <input type="checkbox"/> High School Graduate - School: _____ Year Graduated: _____ Location: _____ <input type="checkbox"/> Completed G.E.D. - School: _____ Year Graduated: _____ Location: _____ Certificate No.: _____ <input type="checkbox"/> Indicate Last Grade Completed in High School (circle one): 9 th 10 th 11 th 12 th School: _____			
Name and Location of College or University	Dates of Attendance From To	Credit Hrs. Completed Semester Qtr.	Course of Study Type of Degree Year Earned
Major Undergraduate Courses	Sem. Hrs. Qtr. Hrs.	Major Graduate College Courses	Sem. Hrs. Qtr. Hrs.
10. LIST MANUALS, EQUIPMENT, LICENSES, SPECIAL TRAINING, AND/OR CERTIFICATES PERTINENT TO THE POSITION APPLIED FOR: _____			

Government of Guam VOLUNTARY DATA RECORD SURVEY (EQUAL EMPLOYMENT OPPORTUNITY DATA) FORM A1	
The purpose of this form is to monitor the Affirmative Action and Equal Employment Opportunity representation within our diverse community. We are seeking your assistance to help us in this effort by accurately completing this form. Your cooperation is completely voluntary. The information is for data purposes only and will be maintained in a confidential file separate from your application. It will not be used to make a decision regarding your application for employment. This form will be detached prior to the examination process.	
POSITION TITLE APPLIED FOR: _____	
JOB ANNOUNCEMENT NO.: _____ DATE: _____	
3. CITIZENSHIP: <input type="checkbox"/> U.S. <input type="checkbox"/> Republic of Marshall Islands <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Republic of Palau <input type="checkbox"/> Federated States of Micronesia <input type="checkbox"/> Other: _____	
4. HOW DID YOU LEARN OF THE JOB FOR WHICH YOU ARE APPLYING? <input type="checkbox"/> Job Information Bulletin Board, Government Agency. Specify: _____ <input type="checkbox"/> Department of Administration, Division of Personnel Management Job Information Counter <input type="checkbox"/> One Stop Career Center, Department of Labor <input type="checkbox"/> Job Announcement. Specify where seen: _____ <input type="checkbox"/> Newspaper Announcement. Specify: _____ <input type="checkbox"/> Relative, Friend, or Government Employee <input type="checkbox"/> Other. Specify: _____	
5. SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	6. DATE OF BIRTH: _____ Month / Day / Year
7. ETHNIC ORIGIN: <input type="checkbox"/> Non-Resident Alien. Specify Country: _____ <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> American Indian or Alaskan Native Specify: _____ <input type="checkbox"/> Asian or Pacific Islander. Specify: _____ <input type="checkbox"/> Hispanic <input type="checkbox"/> Other. Specify: _____ <input type="checkbox"/> Race/Ethnicity Unknown	8. ETHNIC GROUP: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Korean <input type="checkbox"/> Carolinian <input type="checkbox"/> Micronesian <input type="checkbox"/> Chamorro <input type="checkbox"/> Thai <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Other <input type="checkbox"/> Japanese
9. MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married	
The Government of Guam does not discriminate on the basis of sex, race, religion, disability unrelated to job requirements, national or ethnic origin, age, or citizenship status in any employment decision or any other term, condition, or privilege of employment. Guam law also prohibits discrimination on the basis of marital status and political affiliation.	

In GOAMTCH, verify that the applicant does not already have an ID number by matching with Student ID.

Common Matching Entry GOAMTCH 9.3.26 (AWS-ESTA)		ADD RETRIEVE RELATED TOOLS	
ID: GENERATED	Matching Source: 01-STUDENT MATCHING	Student Matching Rules	Go
View Comments: 			
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.			

Enter as much information to use to avoid generating a duplicate record. Click on the “Duplicate Check” button to verify. If the applicant does not have a duplicated ID, the system will ask you to generate a new ID number.

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Common Matching Entry GOAMTCH 9.3.26 (AWS-ESTA)

ADDRETRIEVERELATEDTOOLS

ID: GENERATEDMatching Source: 01-STUDENT MATCHINGStudent Matching RulesStart Over

DATA ENTRY

InsertDeleteCopyFilter

Last Name

First Name

Middle Name

Address Type

Street Line 1

Street Line 2

Street Line 3

City

State or Province

ZIP or Postal Code

County

Duplicate Check

Select ID

Nation

Non-Person Name

SSN/SIN/TIN

Birth Date

Day

Month

Year

Gender

Telephone Type

Telephone

E-mail Type

E-mail

Additional ID Type

Additional ID

Update ID

View Comments

Once an ID is generated, the applicant’s information will be populated in PPAIDEN. Verify that all information is correct.

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Identification PPAIDEN 9.3.28 (AWS-ESTA)

ADDRETRIEVERELATEDTOOLS

ID: Start Over

Current Identification

Alternate Identification

Address

Telephone

BIOGRAPHICAL

E-mail

Emergency Contact

Additional Identification

InsertDeleteCopyFilter

Legal Sex

Gender Designation

Personal Pronoun

Birth Date

Age

SSN/SIN/TIN

Confidential

Deceased

Deceased Date

Citizenship

Marital Status

Religion

Legacy

Ethnicity

New Ethnicity

Ethnicity and Race Confirmed

Confirmed Date

Veteran File Number

Veteran

Classification

Date of Discharge

Armed Forces Service Medal Indicator

Disabled Veteran

DETAILS

InsertDeleteCopyFilter

In PAAAPPL, enter the Requisition Number associated with the Job Announcement and position the applicant applied for.

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Applicant Information PAAAPPL 9.3.21 (AWS-ESTA)

ADDRETRIEVERELATEDTOOLS

ID:Current EmployeePrevious EmployeeStart Over

Applicant Information

Status Log

Interview Log

InsertDeleteCopyFilter

Vacancy and Posting

Requisition Number

Position Number

Position Class

EEO Skill

Applicant Data

Application Date

Source

Full or Part

Preference

Desired Salary

Desired Hourly Rate

Current Applicant Status

Status

Status Date

Disposition

Comment