

HUMAN RESOURCES OFFICE

Applicant Tracking Standard Operating Procedures

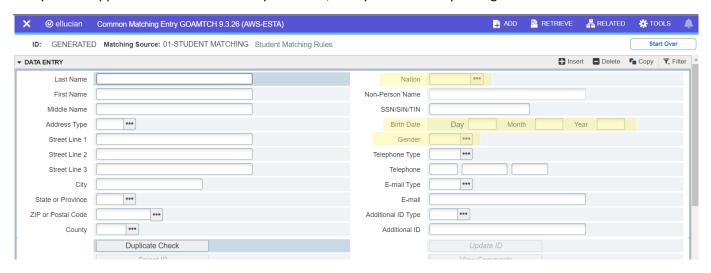
Use the personal information provided on the Government of Guam Employment Application to enter applications into the system for Applicant Tracking.

Employment Application GOVERNMENT OF GUAM WE ARE AN EQUAL OPPORTUNITY EMPLOYER FORMA	Accepted By (Print N Date: Driver's License Type: H.S. Diploma/GED College Transcript Other:	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 for remployment. This form will be detached prior to the examination process.	
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:						GENERAL	POSITION TITLE APPLIED FOR: JOB ANNOUNCEMENT NO.: DATE: 3. CITIZENSHIP:	
. NAME: Last First Middle 5. SOCIAL SECURITY NO.: MAILING ADDRESS: P.O. Box or Street Number City State					Zip Code		U.S. Republic of Marshall Islands Permanent Resident Republic of Palau Federated States of Micronesia Other:	
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: High School Graduate - School: Location: Completed C.E.D School: Location: Certificate No.: Vear Graduated:							4. HOW DID YOU LEARN OF THE JOB FOR WHICH YOU ARE APPLYING? Job Information Bulletin Board, Government Agency. Specify: Department of Administration, Division of Personnel Management Job Information Counter One Stop Career Center, Department of Labor Job Announcement. Specify where seen: Newspaper Announcement. Specify: Relative, Friend, or Government Employee Other. Specify:	
Indicate Last Grade Completed in High School (circle one): 9th 10th 11th 12th School: School: Dates of Attendance Credit Hrs. Completed Course of Study Type of Very						Vear	5. SEX:	
University From	To Semester	Qtr.	Course 01 31		Degree	Earned	7. ETHNIC ORIGIN: Non-Resident Alien. Specify Country: Black, Non-Hispanic Carolinian Micronesian American Indian or Alaskan Native Chamorro Thai Specify: Chinese Vietnamese	
Major Undergraduate Courses Sem. Hrs. Q	ptr. Hrs. Ma	Major Graduate College Courses			Sem. Hrs.	Qtr. Hrs.	Asian or Pacific Islander. Specify:	
16. LIST MANUALS, EQUIPMENT, LICENSES, SPECIAL TRAINING, AND/OR CERTIFICATES PERTINENT TO THE POSITION APPLIED FOR:						9. MARITAL STATUS: Single 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.	

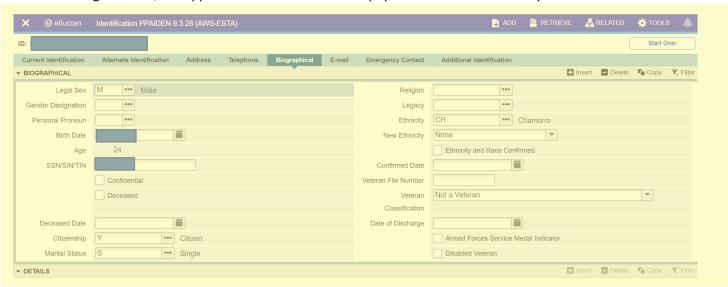
In GOAMTCH, verify that the applicant does not already have an ID number by matching with Student ID.



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.



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



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

