



Morale, Welfare and Recreation

Application for Employment

(Please print requested information in ink)



MWR is an Equal Opportunity Employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of Local, State, and Federal law. In addition, MWR has adopted an Affirmative Action Program with the goal of ensuring equitable representation of qualified women, minorities, Vietnam Era, and disabled individuals at all job levels.

Applications may be subject to testing for illegal drugs. In addition, applicants for certain positions that receive a conditional offer of employment must pass a medical examination prior to receiving a confirmed offer of employment.

Personal Information

Last Name	First Name	Middle Name	Social Security No.	
Street Address	City	State	Zip	Telephone No.
E-Mail Address (if available)			Country of Citizenship	

Answer the following questions only if the position for which you are applying requires driving.

Are you licensed to drive a car? Yes No Are you licensed for government vehicles? Yes No

Have you ever been employed by the U.S. Government? Yes No

If Yes, note unit name and address Termination Date Position

Do you have any relatives employed by the U.S. Government? Yes No If Yes, Name/Relationship:

In order to assure proper placement of all associates, please list any special skills, training, or experience which will qualify you for the position for which you are applying:

Availability

I am applying for the position: _____ Date you are available to start work: _____

Lowest pay you will accept: _____
(You will not be considered for jobs which pay less than you indicated.)
 \$ _____ per _____ grade _____

I am seeking (check only one):

- Regular full-time employment (35-40 hours per week)
- Regular part-time employment (20-34 hours per week)
- Flexible employment (0-40 hours per week for civilians)
- Flexible employment (0-34 hours per week for active duty)
- Seasonal employment (one season, e.g. summer)
- Temporary employment

Miscellaneous

Within the past seven years, have you been convicted of a crime involving dishonesty or violence? Yes No
 (A conviction record will not necessarily be a bar to employment.)

If Yes, explain:

Education

Name and Location of school(s) attended:

High School

Did you graduate?

Yes No

Course of Study

College

Yes No

Major

Degree

Other

Yes No

Major

Degree

Major

Degree

Work Experience

List below your three most recent employers, starting with your most present or last employer. List under company name any periods of unemployment. If you were employed under another name, please enter under the company name. Use additional sheets if necessary.

Company Name	Address & Phone	Mo./Yr.	Rate of Pay	Job Title (If federal, include series & grade)	Reason for Leaving
		From	Starting		
		To	Final	Name of Supervisor	

Description of work:

		From	Starting		
		To	Final	Name of Supervisor	

Description of work:

				Name of Supervisor	

Description of work:

Please read the following paragraph before signing this application:

I certify that the information contained in this application is accurate to the best of my knowledge and understand that any misstatement or omission of information is grounds for dismissal in accordance with the MWR Department Policy. I authorize the references listed above to give you any and/or all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to the employer. In consideration of my employment, **I agree to conform to the rules and regulations of MWR. My employment and compensation can be terminated with or without cause, and with the required 14-day notice, at the option of either the Department or myself.** I understand that no unit manager or representative of MWR other than the Human Resources Department, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I hereby authorize MWR to obtain background reports on me.

Applicant's Signature _____

Date _____

Office Use Only

Employment Date	Regular Full-time <input type="checkbox"/>	Flexible <input type="checkbox"/>	Facility
	Intermittent <input type="checkbox"/>	Temporary <input type="checkbox"/>	
Job Title	Job Code	Job Grade	
Authorized Signature	Date		

Name: _____

SSN: _____

The purpose of MWR is to provide recreational, fitness/sports, youth, food, beverage, and entertainment services that contribute to the readiness of the Naval Forces Marianas Support Activity and Tenant Commands.

To fulfill this mission, MWR must possess the minimum qualifications:

1. Desire to make decisions that yield a high customer satisfaction level;
2. Initiative to accomplish the job independently and efficiently;
3. Motivation to perform responsibilities that benefit you, contributing to promoting the morale and welfare of service personnel.

Do you possess the above minimum qualifications?

Yes No

Applicant Signature & Date