



Marshall Islands Social Security Administration
 P.O. Box 175, Majuro, Marshall Islands, MH 96960
 Phone: (692)625-3101, Fax: (692)625-4570, Email: bryanedejer@rmissa.net

Application for Employment

Personal background															
Last name	First name	Middle name	Position applied for												
Address: _____		Telephone no.: Home: _____ Office: _____													
		E-mail address: _____													
Nationality: _____															
Civil Status: [] Single [] Divorced [] Married [] Widow(er)	Sex: [] Male [] Female	Date of birth: _____ Age on last birthday: _____ Social Security No. _____	Minimum salary desired: bi-weekly: \$ _____ hourly : \$ _____												
Contact person (in case of emergency):															
Name: _____ Address: _____ Telephone No: _____															
Relationship: _____ E-mail: _____															
Personal references: List 2 persons not related to you who have knowledge of your qualifications and fitness to the position applied for															
Name: _____ Address: _____ Telephone no: _____		Name: _____ Address: _____ Telephone no: _____													
Do you know or are you related to any MISSA Employee or Board Member? If yes, indicate name & relationship.															
[] Yes [] No Name: _____ Relationship _____															
Educational background															
Masteral/Doctorate degree: _____ Years attended: from _____ to _____															
Name of University/College _____ Address: _____															
[] Graduated [] Not completed If not completed, how many semesters/units/credits were earned? _____															
Bachelor's degree: _____ Major in: _____ Years attended: From _____ to _____															
Name of University/College _____ Address: _____															
[] Graduated [] Not completed If not completed, how many semesters/units/credits were earned? _____															
Associate degree: _____ Years attended: From _____ to _____															
Name of University/College _____ Address: _____															
[] Graduated [] Not completed If not completed, how many semesters/units/credits were earned? _____															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left; border-bottom: 1px solid black;">Other Courses/Trainings taken</th> <th style="width: 30%; text-align: left; border-bottom: 1px solid black;">Conducted by/Address</th> <th style="width: 10%; text-align: left; border-bottom: 1px solid black;">From</th> <th style="width: 10%; text-align: left; border-bottom: 1px solid black;">To</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>				Other Courses/Trainings taken	Conducted by/Address	From	To	_____	_____	_____	_____	_____	_____	_____	_____
Other Courses/Trainings taken	Conducted by/Address	From	To												
_____	_____	_____	_____												
_____	_____	_____	_____												
High School : _____ Years attended: From _____ to _____															
Name of School _____ Address: _____															
[] Graduated [] Not completed If not graduated, how many year(s) was/were completed? _____															

Elementary/Grade School: _____ Years attended: From _____ to _____
 Name of School _____ Address: _____
 Graduated Not completed If not graduated, how many year(s) was/were completed? _____

<u>Honors/Awards/Citations Received</u>	<u>Received from/Address</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____

Employment background (start from the most recent)

Employer name: _____ Address: _____
 Position title: _____ Date hired: _____ Date separated: _____
 Job Description: _____

Employer name: _____ Address: _____
 Position title: _____ Date hired: _____ Date separated: _____
 Job Description: _____

Employer name: _____ Address: _____
 Position title: _____ Date hired: _____ Date separated: _____
 Job Description: _____

Employer name: _____ Address: _____
 Position title: _____ Date hired: _____ Date separated: _____
 Job Description: _____

Note: Complete this application form thoroughly, write N/A if not applicable and attach detailed resume (CV), cover letter, school & employment certificates, photo ID (i.e. driver's license or passport) and two (2) reference letters. You may mail, hand-deliver these documents to our Offices on Majuro or Ebeye or email to aneliesarana@rmissa.net or avelinogimao@rmissa.net

Name & Signature of Applicant _____ Date: _____