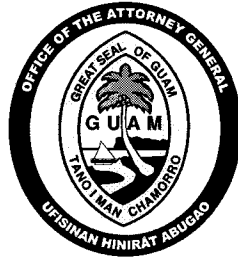


ALICIA G. LIMTIACO  
Attorney General



ALBERTO E. TOLENTINO  
Chief Deputy Attorney General

## OFFICE OF THE ATTORNEY GENERAL

---

### MEMORANDUM

To: INTERESTED APPLICANTS  
From: ATTORNEY GENERAL  
Subject: CHECKLIST FOR EMPLOYMENT

I would like to thank you for showing your interest in applying for a position with our office. In an effort to better process your employment in an efficient and timely manner, the following checklist is provided for your guidance.

#### [ ] GOVERNMENT OF GUAM APPLICATION

- Mailed to *Department of Administration, Human Resource Division, P.O. Box 884, Hagatna, Guam 96932* or faxed to (671) 477-3671/477-7100 and/or
- Emailed to [law@guamattorneygeneral.com](mailto:law@guamattorneygeneral.com) and faxed to (671) 477-4703.
- Please ensure that you provide all pertinent documents to avoid any delay in the evaluation of your application.
- **ATTORNEYS:** Documents required: A copy of transcript or diploma that shows completion of law degree; copy of your current license to practice law in a state or territory of the United States and Certificate of Good Standing. Please take note that upon official employment, a current Certificate of Good Standing no older than 30 days will be needed to submit with your temporary Application for Admissions to local courts.
- **DoA Announcement No. 174-06** (See attachment)

#### [ ] DRUG TEST/ POLICE AND COURT CLEARANCE

- When an interview is conducted and you are selected, your selection is conditional pending the submission of a police and court clearance that are no older than one month from the postmarked date of your selection letter (or from the date personally picked up), and taking and passing a drug test.
- If you have resided on Guam for less than one year, or who currently reside off island, or whose last employment was with an off-island organization, a clearance letter from the city, or State that they last reside in, is required.
- Off-island applicants can take a drug test at two certified clinical lab: Substance Abuse & Mental Health Admin – SAMHSA or National Institute on Drug Admin –

## Employment Checklist

Page 2 of 2

NIDA). All information can be mailed/faxed to Department of Administration, Human Resource (see attached document). Please ensure that the drug test results do not lapse over the 30 days from the time of certification. **\*\*Please be informed that the drug test results in your start date, once all the requirements have been made.**

- If you do not have any convictions or conditions that would warrant rescinding the job offer and you pass the drug test, our office will notify you and coordinate your start date.

**PRE-EMPLOYMENT PACKET (Department of Administration)**

This packet is provided to you upon the clearance of your drug test. Our designated personnel will provide you with this packet. This packet includes the medical, dental, life and retirement forms that you will need to process at the DoA, Human Resource Division.

**PERSONAL DATA SHEET (IN-HOUSE)**

Designated administration personnel will provide you with this form, requesting that you fill in personal information such as your home/ mailing addresses, emergency contacts, and other required information. This document will be kept in your personnel file.

**IDENTIFICATION CARD (IN-HOUSE)**

**TIME CARD (FOR NON-ATTORNEYS ONLY)  
TIME SHEETS (FOR ATTORNEYS)**

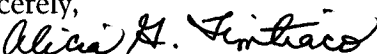
**PERSONNEL TRAY (IN-HOUSE) – 1<sup>st</sup> Floor**

**OTHER: Guam Visitors Bureau (Attachment)**

If you have any questions, please do not hesitate to contact Mrs. Terry Ascura, (Acting) Chief of Administration at (671) 475-3324 extension 121 or the Department of Administration, Human Resource Division (Recruitment Section) at (671) 475-1174/1128.

Thank you.

Sincerely,

  
ALICIA G. LIMTIACO  
Attorney General of Guam