



GOVERNMENT  
DEVELOPMENT  
BANK FOR  
PUERTO RICO

COMMONWEALTH OF PUERTO RICO

OFFICE OF HUMAN RESOURCES  
AND LABOR RELATIONS

## ***DOCUMENTS TO BE SUBMITTED WITH THE EMPLOYMENT APPLICATION***

Any person interested in a position opening published by the Government Development Bank for Puerto Rico who complies with the requirements established, shall fill an application and submit it to the Office of Human Resources and Labor Relations with the following documents:

1. A credit transcript certifying the academic degree and major conferred to you by the higher education institution, if applicable, as required in the notice of position opening.
2. A certification from the public or private entity in which you have acquired the experience required, as applicable, according to the qualifying criteria established in the notice of position opening, stating the nature of your responsibilities and exact dates of beginning and end at said working place. See **Appendix B Employment Application**.
3. Official evidence of any course of training required, licenses or any other documentation required.

***No incomplete applications will be processed.***

# EMPLOYMENT EXPERIENCE CERTIFICATION MODEL FORM

I hereby certify that John Doe, social security number 000-00-0000,  
(name of applicant) (SS# of applicant)  
worked in FZT Corporation since June 1, until  
(name of enterprise and working unit) (date)  
July 30, 2002. He/She occupied the position of Janitor  
(date)

(part time/full time) and carried out the following functions:

Detailed description of the tasks that the employee perform or performed while in the position.

- Cleaning offices and furniture, as well as common areas.
- Cleaning machines, files and other equipment as well as cleaning and disinfecting telephones
- Waxing and polishing floors
- Cleaning windows, doors and door frames.
- Keeping storage areas clean.

Issued in San Juan, Puerto Rico, on June 1, 2005.  
(date)

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*Human Resources Director  
or its Authorized Representative*

- NOTE:**
- 1) In case of a part-time job, include the number of hours per week or month.
  - 2) This certification shall be printed on official paper with the company's letterhead, address and telephone.