UNIVERSITY OF HAWAI'I
EMPLOYMENT APPLICATION
Administrative, Professional and Technical Positions

This form is used to provide information about you relative to the position(s) for which you are applying. This completed form and a **comprehensive resume**, must both be submitted in accordance with the filing requirements specified in the *advertisement*. (See Suggested Resume Format - PDF Format).

Title of Position:	Position No.:

Name: Last   First   Middle Initial

Home Address: Street   Apt. #   City   State   Zip Code

Home Telephone:	Business Telephone:

Email:

If selected, **all** individuals must present documentary evidence to verify their eligibility to work, pursuant to the Immigration Reform and Control Act of 1986.

Employment Status: Complete the following if you are **presently** or **formerly** employed by the University of Hawai'i:

Department:	Official Position Title:	Campus Phone No.:
College:		

Present or Last Appointment Period (if applicable):	FTE:	BU:

Check **one** of the following boxes if you are exercising employment rights in accordance with Article 10, BU 8 collective bargaining agreement (eligibility subject to verification by the hiring unit):

❑ I am being/have been relieved or terminated because of a lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security.
❑ I am currently in the bargaining unit.

Non-Discrimination and Affirmative Action Information: The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran.

The Clery Act

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai'i may be viewed at: http://ope.ed.gov/security/, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawai'i. I also understand that, if selected, I must present documentary evidence to verify my employment eligibility, pursuant to the Immigration Reform and Control Act of 1986. For electronic submissions, original signatures required prior to interview.

_____   _____
Signature   Date

NOTE: Attach/Submit a **comprehensive resume** and include: 1) your name, current address, phone number(s); 2) **work history** - provide sufficient detailed information with which to determine your qualifications for the position for which you are applying, list all employment in last 10 years beginning with most recent employment and other pertinent employment beyond 10 years; 3) **education** - chronologically list all higher education institutions attended beyond Grade 12, including name, address, major field of study degree/diploma/certificate received; 4) **relevant experience** - chronologically list pertinent military, professional, trade, technical, etc., courses you have completed, including institution name, address, subject area, certificate received; 5) **publications/research/other professional activities (if applicable to position)** - include co-authors, title of journal/publication & date, if book, publication date & publisher; 6) **knowledge of language other than English if required for position** - identify language and include ability to read, write, converse; and 7) **pertinent professional memberships and awards** - list, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc; 8) **references** - provide complete contact information, as required by position advertisement. See Suggested Resume Format - PDF format.

An Equal Opportunity/Affirmative Action Institution

**Suggested Resume Format
For University Of Hawai'i Administrative,
Professional and Technical Positions**

**Name
Address
Telephone
Email**

Work History: Provide sufficient detailed information with which to determine your qualifications for the position for which you are applying, list all employment in last 10 years beginning with most recent employment and other pertinent employment beyond 10 years.
> Employer
> Employer Address
> From: Month/Year To: Month/Year
> Supervisor/Title
> Your Position Title
> Current Salary
> Summary of Your Duties and Responsibilities
> If less than full-time, indicate average hours worked per week

Education: Chronologically list all schools attended beyond Grade 12, including school name, address, major field of study degree/diploma/certificate received.
> School Name
> School Address
> Major Field of Study
> Degree/Diploma/Certificate Received

Relevant Experience: Chronologically list <u>pertinent</u> military, professional, trade, technical, etc., courses you have completed.
> Institution Name
> Institution Address
> Subject Area
> Certificate Received

**Suggested Resume Format
For University Of Hawaiʻi Administrative,
Professional and Technical Positions**

Publications/Research/Other Professional Activities (if applicable to position): Include co-authors, title of journal/publication & date, if book, publication date & publisher.

Knowledge of Language Other Than English (if required for position): Identify language and indicate ability to read, write, converse.

Pertinent Professional memberships and Awards: List, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc.

References: Provide complete contact information, as required by advertisement of position.
    Name/Title
    Mailing Address
    Telephone
    Email