



Hawaii Employee Leasing Professionals LLC
 HR Hawaii Inc.

Employment Application

It is the policy of HR Hawaii to offer equal employment opportunities to all qualified applicants and employees without regard to race, color, age, religion, sex, sexual orientation, national origin, marital status, disability, veteran status, or any other characteristics protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and other terms, conditions and privileges of employment. Applicants are encouraged to request any reasonable form of accommodation that may be required to participate in the application process.

APPLICANT INFORMATION				
Last Name:	First:	M.I.:	Today's Date:	
Have you ever used any other names? If so, please print. (For background and criminal conviction check)				
Mailing Address:			Apartment/Unit #:	
City:	State:	ZIP:		
Phone:	E-mail Address:			
Upon hire, you will be required to present proof of age, authorization to work and your social security number. Can you, upon employment, submit verification of your legal right to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>				
DESIRED EMPLOYMENT				
*Position Applied for:	Date you can start:	Compensation Desired:		
Who referred you to the company? <input type="checkbox"/> Relative _____ <input type="checkbox"/> State Employment Office	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Other
	<input type="checkbox"/> College Placement Service	<input type="checkbox"/> Walk-In		
Have you ever applied for employment at company before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever worked for the company before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
What days are you available? Check all that apply:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>
	Thurs <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	
Apart from Religious observances, will you be able to work all other times? YES <input type="checkbox"/> NO <input type="checkbox"/>				
<i>*If hired, you will be required to perform work as required by employer.</i>				
EDUCATION				
SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE/CERTIFICATION RECEIVED, SUBJECTS STUDIED	
HIGH SCHOOL:				
COLLEGE:				
OTHER:				
REFERENCES				
List name and telephone number of 3 business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list 3 personal references who are NOT related to you.				
NAME	TITLE	RELATIONSHIP TO YOU	PHONE NUMBER	NUMBER OF YEARS KNOWN

FORMER EMPLOYERS Please account for last 10 years of employment by answering all questions for each employer.

Name of Present or Last Employer:

Address: City: State: Zip Code:

Starting Date: Date Last Worked: Job Titles:

Name of Supervisor: Title: Employer's Phone Number:

May we contact your Supervisor? YES NO

If not, why?

Summarize Type of Work Performed and Job Responsibilities:

Reason(s) for Leaving: If you were terminated or asked to resign, please explain:

Name of Next Previous Employer:

Address: City: State: Zip Code:

Starting Date: Date Last Worked: Job Titles:

Name of Supervisor: Title: Employer's Phone Number:

May we contact your Supervisor? YES NO

If not, why?

Summarize Type of Work Performed and Job Responsibilities:

Reason(s) for Leaving: If you were terminated or asked to resign, please explain:

Name of Next Previous Employer:

Address: City: State: Zip Code:

Starting Date: Date Last Worked: Job Titles:

Name of Supervisor: Title: Employer's Phone Number:

May we contact your Supervisor? YES NO

If not, why?

Summarize Type of Work Performed and Job Responsibilities:

Reason(s) for Leaving: If you were terminated or asked to resign, please explain:

EMPLOYMENT GAPS Explain any periods that you were not working during the past 10 years, other than due to personal illness, injury or disability.

JOB SKILLS & QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. If driving is required in the job for which you are applying, please provide your valid driver's license number, expiration date, and State of issuance.

RELATED INFORMATION

If you are a member of any job-related organizations (professional, trade, etc.) or have received any job related awards or accomplishments, list and describe them. Exclude any information that would reveal your age, race, sex, religion, color, national origin, ancestry, marital status, disability, sexual orientation, arrest and court record or any other protected category recognized by Hawaii and federal laws.

UNDERTAKING, AGREEMENT, CONSENT AND SIGNATURE

- A. I certify that all information on this application and any other material provided in conjunction with my application is true and complete and I understand that any misrepresentation or omission of information may disqualify me from employment consideration and will be considered justification for dismissal, regardless of how discovered, if I am employed.
- B. I hereby authorize HR Hawaii to contact any persons, educational institutions, employers, and other organizations including, but not limited to those named herein (and in your resume, if any) regarding any information contained herein or that may be relative to your employment, and I hereby consent to their providing job related or other relevant information about me and release the company from any damage or liability that may arise from the utilization of such information.
- C. I understand that if I am hired, I will be required to conform to each of the policies and procedures maintained by HR Hawaii. Further, I understand that HR Hawaii follows an "employment at-will" policy, and that in the event I am hired, I or HR Hawaii may terminate the employment relationship at any time, for any reason, with or without prior notice, and that this "employment at-will" policy cannot be changed unless the change is specifically authorized in writing by HR Hawaii. I further understand that this application is not a contract of employment, or a contract with respect to the terms of employment.
- D. I understand and agree that I may be required to submit to drug testing and a complete post-offer medical examination as part of my application for employment. I also understand and agree that I may be required to submit to a complete medical examination during my employment with HR Hawaii, provided that such examination is job-related and consistent with business necessity. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician or collection site to disclose the results of the examination and the laboratory test to HR Hawaii in accordance with State and/or federal laws. HR Hawaii will keep such results confidential and disclose the results only to persons who need to know or where required by law. Also, I agree to fully cooperate and provide HR Hawaii with any additional consent(s) and/or release(s) as required by the Company to investigate my employment application.
- E. I agree and consent to HR Hawaii requesting background checks, including obtaining consumer reports and motor vehicle records, for employment purposes, in compliance with the Drivers Privacy Protection Act, the Fair Credit Reporting Act and the Hawaii Employment Practices Act (Hawaii Revised Statute 378-2), which prohibits discriminatory practices for any employer to refuse to hire or employ, bar or discharge from employment, or otherwise to discriminate against any individual in compensation, terms, conditions or privileges of employment because of race, sex including gender identity or expression, sexual orientation, age, religion, color, ancestry, disability, marital status, arrest and court record, or domestic or sexual violence victim status, credit history or credit report, unless the information in the individual's credit history or credit report directly relates to a bona fide occupational qualification; provided that HR Hawaii may inquire and consider my credit history or credit report only after I have received a conditional offer of employment, which may be withdrawn if information is directly related to bona fide occupational qualification set by HR Hawaii, and that the prohibition against HR Hawaii's refusal to hire, or employ, barring or terminating my employment on the basis of credit history shall not apply to managerial or supervisory positions for which I am employed.
- F. I understand and agree that if offered employment by the Company, I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record as determined by the Company.
- G. If hired, I agree not to disclose or use confidential information belonging to prior employers and that I will inform HR Hawaii of any agreements that would limit my ability to work for the Company.
- H. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with HR Hawaii if I am employed by HR Hawaii.

Authorization/Signature of Applicant: _____

Date: _____

Print Name: _____