

UNIVERSITY OF HAWAI'I EMPLOYMENT APPLICATION FORM 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 <u>Suggested Resume Format</u> - PDF Format).

Position Title:				Position No.:		
Name:	Last		First		Middle Initial	
Home Address:	Street	Apt. #	City	State	Zip Code	
Home Telephone: Business Telephone:						
Email Address:						
If selected, <u>all</u> 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 A	ppointment Period	d (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, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation, status as a protected veteran, National Guard participation, breastfeeding, and arrest/court record (except as permissible under State law).						
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.						
any misstatements understand that, if	of material facts I selected, I must p	herein may cause forfe	eiture of all rights to a vidence to verify my	any employment wit employment eligibil	lge, and I agree and understand that h the University of Hawai'i. I also ity, pursuant to the Immigration nterview.	
					(s); 2) work history - provide sufficient all employment in last 10 years beginning	

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 & date received; 4) relevant experience - chronologically list pertinent military, professional, trade, technical, etc., courses you have completed, including institution name, address, subject area, certificate & date 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

Education: Chronologically list all schools attended beyond Grade 12, including school name, address, major field of study degree/diploma/certificate & date received.

School Name

School Address Major Field of Study

Degree/Diploma/Certificate & Date Received

Relevant Experience: Chronologically list pertinent military, professional, trade, technical, etc., courses you have completed.

Institution Name Institution Address

Subject Area

Certificate & Date Received

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 Mail Address

Telephone

Email