



Application for Employment

please attach a resume

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Position Applied for: _____

How did you learn about the position? _____

List Last 3 Employers

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Liked most about job? _____ Liked least about job? _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

List Last 3 Employers

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Liked most about job? _____ Liked least about job? _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

List Last 3 Employers

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Liked most about job? _____ Liked least about job? _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Education

High School: _____ Address: _____

Years Completed: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Years Completed: _____ Did you graduate? YES NO Degree: _____

Trade School: _____ Address: _____

Years Completed: _____ Did you graduate? YES NO Completion Certificate: _____

Skills & Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. _____

References

Please attach at least one personal and one professional reference including contact information and description of relationship.

Disclaimer and Signature

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employers or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

This Agency does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration from employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Agency likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Agency takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

This application will remain on file for 6 months.

Signature: _____ Date: _____

This application and your resume may be submitted by: (1) Mail to or drop off in person at 3094 Elua Street, Lihue, HI 96766 (2) E-mail a scanned and signed copy to hr@ywcakauai.org or (3) Fax to 808.245.5961.