



EMPLOYMENT APPLICATION

Thank you for your interest in employment with Aloha United Way (AUW). Please complete all portions of this employment application to be considered for employment at AUW. We do not discriminate on the basis of 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.

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|--|-----------------------------|--|--|--|
| I. PERSONAL INFORMATION: Upon hire, you will be required to present proof of age, authorization to work and your social security number. | | | | |
| Name: | Last | First | MI | Have you ever used other names? If so, please print (For background and criminal conviction check): |
| Present Address: | Apt. No: | | City: | State: Zip: |
| Telephone Number: | Mobile Number: | | Email Address: | |
| Can you, upon employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| II. EMPLOYMENT INTEREST | | | | |
| Position of Interest*: | | Date You Can Start: | | |
| Have you ever applied for employment at AUW before? | | When? | Which Position? | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Have you ever worked for AUW before? | | When? | Which Position? | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Who referred you to AUW? | | | | |
| <input type="checkbox"/> Relative _____ | | <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Newspaper Advertisement | <input type="checkbox"/> Friend _____ |
| <input type="checkbox"/> State Employment Office | | <input type="checkbox"/> College Placement Service | <input type="checkbox"/> Walk In | <input type="checkbox"/> Current AUW Employee |
| Who? _____ | | | | |
| III. EDUCATION | | | | |
| School Level | Name and Location of School | | Did you graduate? | Degree/certification received; subjects studied |
| High School | | | | |
| College | | | | |
| Other | | | | |
| IV. FORMER EMPLOYERS: Attach additional sheets if necessary or attach resume. | | | | |
| | Present Employer | Previous Employer | Previous Employer | |
| Company Name: | | | | |
| Company Phone Number: | | | | |
| Company Address: | | | | |
| Start Date & Date Last Worked: | | | | |
| Supervisor Name, Title, Phone Number & Email: | | | | |
| Summarize job responsibilities: | | | | |
| Reason(s) for leaving: | | | | |

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

VI. REFERENCES: List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three personal references who are NOT related to you.

| Name | Title | Relationship to you | Phone Number | Number of years known |
|------|-------|---------------------|--------------|-----------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

VII. JOB SKILLS AND 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 for the job you are applying for, please provide your valid driver's license number, expiration date, and state of issuance.

VIII. 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.

CERTIFICATION (Please read carefully before signing). I understand and agree that:

1. The information in this application is true and complete and that any false or misleading information made in this application or interview(s) are grounds for disqualification from further consideration for employment or for dismissal from employment.
2. This application is not a contract of employment. If offered employment, **MY EMPLOYMENT WITH AUW IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE BY MYSELF OR THE COMPANY.**
3. AUW may investigate my personal and/or employment history, excluding salary history. Any former employer, school, government agency, or other person/entity may provide AUW with any information they may have regarding me; provided the information does not pertain to salary history.
4. The Company may inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. The Company may withdraw a conditional employment offer if I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which I am applying. Any criminal conviction record that is more than 10 years old (excluding periods of incarceration) or that involves certain Family Court matters will not be considered.
5. If hired, I shall not disclose or use confidential information belonging to prior employers and that I will inform Company of any agreements that would limit my ability to work for the Company.
6. All of the foregoing terms and conditions will become part of my employment relationship with AUW if I become employed by AUW.

Signature:

Print Name:

Date: