



Kohala Village HUB

Feeding Hawai'i Through Food, Arts, Culture, and Ecology

EMPLOYMENT APPLICATION FORM

PLEASE PRINT/WRITE ALL INFORMATION CLEARLY

Subjects with * **MUST** be completed

Include all information relevant to the position/s you are applying for

* **Contact Information** Date of Application: ____ / ____ /20 ____

Name: _____
(Last) (First) (Middle Intl.)

AKA: _____

MAILING/PO BOX Address: _____

City: _____ State/Zip Code: ____ / _____

Mobile Phone: ____ / ____ / ____ Home Phone: ____ / ____ / ____

Email: _____

* **Position/s applying for**

1. _____	Part-Time ____	Full-Time ____
2. _____	Part-Time ____	Full-Time ____
3. _____	Part-Time ____	Full-Time ____

* **Availability**

Days available to work: (Please check days available, or No Preference) **No Preference** ____

Sunday ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____

How many hours can you work weekly? _____ Available to work nights? YES ____ NO ____

If hired, when will you be available to start work: _____

Are you legally eligible for employment in the United States? YES ____ NO ____

How did you hear about the Kohala Village HUB?

Do you have any family or friends working for the Kohala Village HUB? If so, who?

*** Employment History – MUST BE COMPLETED**

List your employment history starting with your present or most recent place of employment first, including any summer or temporary jobs. (Use a separate sheet of paper if needed).

1. Employer Name: _____

Supervisor/Contact Name: _____ **Phone:** _____ / _____ / _____

Mailing Address: _____ **City:** _____

State/Zip Code: _____ / _____ **Email:** _____

Position title/duties/skills: _____

Start Date: _____ **End Date:** _____

Reason for Leaving: _____

If considered, may we contact this employer? YES ___ NO ___

2. Employer Name: _____

Supervisor/Contact Name: _____ **Phone:** _____ / _____ / _____

Mailing Address: _____ **City:** _____

State/Zip Code: _____ / _____ **Email:** _____

Position title/duties/skills: _____

Start Date: _____ **End Date:** _____

Reason for Leaving: _____

If considered, may we contact this employer? YES ___ NO ___

3. Employer Name: _____

Supervisor/Contact Name: _____ **Phone:** _____ / _____ / _____

Mailing Address: _____ **City:** _____

State/Zip Code: _____ / _____ **Email:** _____

Position title/duties/skills: _____

Start Date: _____ **End Date:** _____

Reason for Leaving: _____

If considered, may we contact this employer? YES ___ NO ___

Kohala Village HUB

55-514 Hawi Road, PO Box 511, Hawi, HI 96719 * (808) 889-0404

Education

List your educational history. (Use a separate sheet of paper if needed.)

High School Name: _____

Address: _____

Year Graduated: _____

College Name: _____

Address: _____

Major: _____ **Last Date Attended:** _____

Did You Complete: YES ___ NO ___ **Degree:** _____

College Name: _____

Address: _____

Major: _____ **Last Date Attended:** _____

Did You Complete: YES ___ NO ___ **Degree:** _____

Professional License/s – (Architect, Accountant, Electrician, Lawyer etc.)

Type of License Held: _____ **State:** _____

License Number: _____ **License Expiration Date:** ____ / ____ / ____

Type of License Held: _____ **State:** _____

License Number: _____ **License Expiration Date:** ____ / ____ / ____

Skills & Qualifications

Please list additional skills, qualifications and any special interests that may be helpful towards the position/s you are applying for.

References

Please list your references with at least two being Professional and one Personal.
(Use a separate sheet of paper if needed.)

Name/Title: _____ **Years known:** _____

Occupation/Relationship: _____

Contact Info: _____

Name/Title: _____ **Years known:** _____

Occupation/Relationship: _____

Contact Info: _____

Name/Title: _____ **Years known:** _____

Occupation/Relationship: _____

Contact Info: _____

***Employment Information**

Kohala Village HUB is an Equal Opportunity Employer. We prohibit unlawful discrimination and harassment in the workplace because of race, color, religion, sex (including gender identity or expression), age, national origin, ancestry, marital status, arrest and court record, disability, genetic information, sexual orientation, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or other characteristics protected under applicable state and federal laws. This policy applies to all aspects of the employment relationship, including hiring, promotions, training, discipline, compensation, working conditions, and benefits.

Applicant Acknowledgment

I hereby certify, that the information provided in the above Employment Application is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this Employment Application will be considered grounds for termination. I further understand that Kohala Village HUB has the right to investigate my employment history, personal references, and educational background, as well as the right to obtain and review my credit report, criminal history and other relevant information when making employment decisions (but only after a conditional offer of employment has been made to the applicant).

Print Name: _____ **Date:** ____/____/____

*** Signature:** _____

(FOR OFFICE USE ONLY)

Received By: _____ **Date:** ____/____/20____

Responded By: _____ **Date:** ____/____/20____

Notes: _____