



**COUNTY OF MAUI
OFFICE OF COUNCIL SERVICES**

200 S. High Street
Room 703
Wailuku, Hawaii 96793

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

The County of Maui does not discriminate because of race, color, national origin, sex, religion, age, disability, ancestry, arrest and court record, marital status, or sexual orientation in employment or the provision of services.

Instructions:

- Type or print legibly in ink.
- Fill out both sides carefully and completely.
- The information you provide will determine whether you meet the minimum qualification requirements on the examination announcement.
- Your failure to properly fill out this application may result in your disqualification or dismissal.
- Notify us of any changes to your address or telephone number. We will not be responsible for any mail or correspondence that does not reach you.
- Application assistance and examination accommodation for disabled are available upon request. Please allow sufficient advance notice for examination accommodations, i.e., some accommodations may require at least three days prior notice.

1. CITIZENSHIP:

Check the appropriate block below

NOTE: Applicants must be citizens, nationals or permanent resident aliens of the United States.

- A. Citizen of the U.S.
- B. National of the U.S.
- C. Permanent Resident alien of the U.S.
- D. Non-citizen. Type of visa _____

(For C & D attach verification of alien status and employment authorization to application)

Title of Job Applying For:

Type of Position:

- Full-time
- Non-civil service
- Appointment subject to approval by the Council
- Appointment concurrent with the term of the Council

Note: The Office of Council Services' employees do not have permanent status. The ordinance governing employment can be changed at any time, and employees may be terminated accordingly.

2. NAME:

Last

First

Middle

3. MAILING ADDRESS:

City

State

Zip Code

4. CONTACT PHONE(S) & EMAIL:

Home

Business

Email

5. MAY WE CHECK YOUR EMPLOYMENT RECORD WITH YOUR PRESENT EMPLOYER?

YES NO

6. CERTIFICATE OF APPLICANT:

I HEREBY CERTIFY that the information I have provided is complete, true, and correct to the best of my knowledge. I understand that any misrepresentation of information by me can disqualify this application and may be cause for my termination in the event I am employed by the County of Maui (Section 76-29, Hawaii Revised Statutes).

I HEREBY ATTEST that I have not been convicted of any controlled substance-related offense during the three-year period immediately preceding the date of this application for employment (Section 78-2.6, Hawaii Revised Statutes).

Date

Signature of Applicant

Important: The information you provide will determine whether you meet minimum qualifications. If a training and experience evaluation is part of the examination, the information may affect your grade. All information is subject to verification.

8. EDUCATION AND SPECIAL TRAINING: Attach copies of diplomas, certificates or transcripts, licenses, registrations required for this position or documents you feel are applicable. Refer to recruitment announcement for requirements.

Have you graduated from high school or received a high school equivalent diploma? YES NO

Name and location of high school: _____

BUSINESS, TRADE, ARMED FORCES, COLLEGE OR UNIVERSITY AND GRADUATE OR PROFESSIONAL SCHOOLS

| NAME OF SCHOOL | ADDRESS (City, State) | Date Attended from | | | | Total Credit Hours Completed | Major Course of Study | Grad | | Type of Degree or Certificate |
|----------------|-----------------------|--------------------|----|---|-------|------------------------------|-----------------------|------|---|-------------------------------|
| | | Mo | Yr | / | Mo Yr | | | Y | N | |
| | | | | | | | | | | |

LICENSE: List any current licenses, registrations, or certificates that you possess which are pertinent to this job. *Must be valid at time of application.*

| TITLE | REGISTRATION NO. | DATE FIRST ISSUED | EXPIRATION DATE |
|-------|------------------|-------------------|-----------------|
| | | | |

Driver's License No.: _____ Class Code: (circle one) 1 2 3 4 A B C Exp. Date: _____

9. EXPERIENCE: Complete this section even if attaching resume. **Begin with your present job. To receive full credit, describe in detail all work you have done which qualifies you for the position you are applying for.** Include volunteer and military experience. For volunteer and part-time experience, note average hours worked per week. If you held several positions with the same organization, list them separately. This information may be verified with former employers. If more space is needed, fill out a blank sheet using the same format and attach it to this form.

| | |
|--|---|
| Employer _____ No. & Titles of employees you supervised: _____ | From: Mo. _____ Yr _____ |
| Address _____ | To Mo. _____ Yr _____ |
| Name & Title of immediate supervisor _____ | Total Yr _____ Mo _____ |
| Your title _____ Duties _____ | Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> |
| _____ | Average hours per week _____ |
| _____ | Reason for leaving _____ |
| _____ | _____ |

| | |
|--|---|
| Employer _____ No. & Titles of employees you supervised: _____ | From: Mo. _____ Yr _____ |
| Address _____ | To Mo. _____ Yr _____ |
| Name & Title of immediate supervisor _____ | Total Yr _____ Mo _____ |
| Your title _____ Duties _____ | Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> |
| _____ | Average hours per week _____ |
| _____ | Reason for leaving _____ |
| _____ | _____ |

| | |
|--|---|
| Employer _____ No. & Titles of employees you supervised: _____ | From: Mo. _____ Yr _____ |
| Address _____ | To Mo. _____ Yr _____ |
| Name & Title of immediate supervisor _____ | Total Yr _____ Mo _____ |
| Your title _____ Duties _____ | Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> |
| _____ | Average hours per week _____ |
| _____ | Reason for leaving _____ |
| _____ | _____ |