

MANOA COTTAGE APPLICATION FOR EMPLOYMENT

Position Applying for: _____ Date: _____

Salary Desired: _____ Date Available: _____

It is the policy of Manoa Cottage to provide employment, training, compensation, promotion and other conditions of employment without discrimination on the basis of race, religion, color, national origin, ancestry, marital status, military status, gender, physical or mental disability, sexual orientation or age.

GENERAL INFORMATION

Last Name	First Name	Middle Initial		
Address	City	State Zip		
Home Phone ()	Work or Message Phone ()	E-mail Address		
How did you hear about Manoa Cottage? _____ _____	Check Work Availability	Days	PM's	Nights
	<input type="checkbox"/> Full-Time			
	<input type="checkbox"/> Part-Time			
	<input type="checkbox"/> On-Call			
	<input type="checkbox"/> Temporary			
	<input type="checkbox"/> Weekends	<input type="checkbox"/> Holidays	<input type="checkbox"/> Other	
Are there any specific days or times you cannot work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please list days/times you cannot work:				

PERSONAL INFORMATION

1. Have you ever filed an application with Manoa Cottage before? If yes, when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you under 18 years of age? (If yes, a work permit will be required.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been employed with Manoa Cottage before? If yes, when and which facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Can you provide proof of eligibility to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Are you able to get to and from work in a timely manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Can you travel if the job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are there other positions that you are qualified for? Please List:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Best time to contact you and where:		

MANOA COTTAGE IS AN
EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities.

Employer	Dates Employed		Duties and Responsibilities
	From	To	
Address			
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			

May We Contact Yes No Reason for Leaving

Employer	Dates Employed		Duties and Responsibilities
	From	To	
Address			
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			

May We Contact Yes No Reason for Leaving

Employer	Dates Employed		Duties and Responsibilities
	From	To	
Address			
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			

May We Contact Yes No Reason for Leaving

Employer	Dates Employed		Duties and Responsibilities
	From	To	
Address			
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			

May We Contact Yes No Reason for Leaving

Employer	Dates Employed		Duties and Responsibilities
	From	To	
Address			
Telephone Number(s)			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			

May We Contact Yes No Reason for Leaving

Comments: Include explanation of any gaps in employment.

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED	GRADE SCHOOL								HIGH SCHOOL				COLLEGE				GRAD. SCHOOL				
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4	
NAME										LOCATION								COURSE - DEGREE			
High School																					
Community College																					
College / University																					
Nursing, Technical or Vocational School																					
Other Training or Skills																					
What computer applications are you proficient at? (Word, Excel, PowerPoint etc.)																					

PROFESSIONAL LICENSES AND / OR CERTIFICATIONS

Are you currently Licensed Certified

IF LICENSED, REGISTERED OR CERTIFIED	Type	State Issued	Date	Number
	Type	State Issued	Date	Number
	Is your license currently under investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIL ACTIVITIES AND OFFICES HELD.

BACKGROUND

Are you currently awaiting trial for any criminal offenses? _____

Have you ever initiated an act of violence in the workplace? _____

Have you ever been discharged from employment? _____

A "yes" answer will not necessarily disqualify you. Please explain any "yes" answer so that individual circumstances can be considered. Use additional paper if necessary.

NOTICE: New employees are required to produce verification of their legal right to work in the United States. If you are offered employment, you will be required to produce sufficient documentation of your identity and right to work in the United States and to attest under penalty of perjury that the documents you have produced are genuine and relate to you.

PERSONAL/PROFESSIONAL REFERENCES (Do not include family members or past supervisors.)

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Authorization and Acknowledgment

I authorize investigation of all statements contained in this application. I authorize Manoa Cottage to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience, releasing all parties from any liability arising there from. **I understand that falsification, misrepresentation or omission of facts called for will result in immediate dismissal or removal of my application from consideration.** _____ (Initial)

If hired, I will report immediately within 5 days if I have been convicted of any offense or crime that would preclude my continued employment. _____ (Initial)

If I am employed by Manoa Cottage, I agree to conform to the rules and regulations of Manoa Cottage. I also understand and agree that except for arbitration and employment at-will status, my wages, hours, working conditions, job assignment(s) and compensation rate(s) are subject to change by Manoa Cottage, I understand my employment can be terminated with or without cause and with or without notice, at any time at the option of Manoa Cottage or myself. I understand that other than the Chief Executive Officer of Manoa Cottage, no manager, supervisor or representative of Manoa Cottage has authority to enter into any agreement for employment for any special period of time, or to make any agreement contrary to the foregoing. Only the Chief Executive Officer of Manoa Cottage has the authority to make any agreement contrary to the foregoing and then only in writing. _____ (Initial)

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Manoa Cottage, I am entitled to copies of any such public records obtained by Manoa Cottage unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Arbitration: I agree that all claims by me allegedly arising during the application process and all claims by me arising during my employment (if I am offered and accept employment), including, but not limited to, unlawful discrimination, harassment or wrongful termination, will be presented to a neutral arbitrator for final and binding decision in accordance with procedures adopted by Manoa Cottage after investigation procedures with the State of Hawaii are complete. Nothing in this agreement affects my rights or the Company's rights of access to National Labor Relations Board proceedings. I also agree that if any court of competent jurisdiction declares that any part of this Arbitration Agreement is illegal, invalid or unenforceable, such a declaration will not affect the legality, validity or enforceability of the remaining parts of the Agreement, and that illegal, invalid or unenforceable part(s) will no longer be part of this Agreement.

This agreement is a waiver of all rights to civil court actions for termination, unlawful harassment, and/or discrimination. Only the arbitrator, not a judge or jury, will decide the claim or dispute. _____ (Initial)

No offer of employment at Manoa Cottage is final until a prospective employee has passed the Company's health screening. You should not rely upon a contingent offer of employment from Manoa Cottage or otherwise engage in any activity based upon a contingent offer of employment. Unless or until a final offer of employment is made, you should not take any action which could result in financial loss if a contingent offer is withdrawn, such as giving notice of intent to terminate current employment, selling real estate, or incurring other costs associated with accepting employment with Manoa Cottage. No such activity should be undertaken until after a health clearance has been received and you have received a final offer of employment from Manoa Cottage. Under no circumstances should you report to work before a health clearance is received. _____ (Initial)

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies and I agree to the employment at-will relationship, and agree to be bound by the terms and conditions of employment stated in this application, including arbitration of disputes as set forth above, if I am employed by Manoa Cottage. This application contains all the understandings and agreements between me and Manoa Cottage concerning the nature of my employment, if any, by Manoa Cottage and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and Manoa Cottage. I understand and agree that no person who is either an agent or employee of Manoa Cottage may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions of employment set forth herein.

Applicant Signature _____ Date _____

Manoa Cottage considers applications for only a 30-day period. If you wish to be considered after 30 days from the date of your application, please reapply.