

# Manoa Cottage Application for Employment

*Incomplete information is grounds for not hiring*

Return to: Manoa Cottage  
 Attn: Elizabeth Shim  
 2035 Kamehameha Ave  
 Honolulu, Hawaii 96822      Fax: (808) 943-8799      [elizabeth.shim@manoacottage.com](mailto:elizabeth.shim@manoacottage.com)

<b>Position you are applying for:</b>	<b>Today's Date:</b>
---------------------------------------	----------------------

### Applicant Information

Name (First Middle Last):		Male / Female (circle one)
SSN:            -            -	Home phone#:	Cell Phone #:
Current Address:		
City:	State:	ZIP Code:

### Education

High School:	Location:	Year Graduated:
CNA/College/Other Education:		Year Graduated:

### Work Experience

Employer:	Position:	Hourly / Salary (circle one)
Employer address:		City, State:
Owner/Supervisor:	Phone #:	Can we call for reference? Yes / No
Start Date:	End Date:	Hrs/wk with employer:
Reason for Leaving:		

Employer:	Position:	Hourly / Salary (circle one)
Employer address:		City, State:
Owner/Supervisor:	Phone #:	Can we call for reference? Yes / No
Start Date:	End Date:	Hrs/wk with employer:
Reason for Leaving:		

### General Information

Circle Current Certifications: **CNA**- Expiration Date: \_\_\_\_\_, **\*\*First Aid**- Expiration Date: \_\_\_\_\_,  
**\*\*CPR**- Expiration Date: \_\_\_\_\_, **\*\*2-StepTB**- Date Taken: \_\_\_\_\_, **\*\*Physical**- Date taken: \_\_\_\_\_,  
**\*\*Driver's License/ID card/Passport**, **\*\*Soc. Sec.** (We will need copies of all certifications to keep on file)

Will Manoa Cottage be your second job? Yes / No	What date can you start work?
---	-------------------------------

What is your expected starting pay? \$	How will you get to work? Drive / Bus / Dropped off (circle)
--	--

How many hours/week are you available to work?	Are you involved in any schooling currently? Yes / No (circle) If yes, please indicate schedule: Days: _____ Times: _____																							
Indicate Days and Times you are available:																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;">Days</td> <td>Sun</td> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> <tr> <td>From</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>To</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat	From								To						
Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat																	
From																								
To																								

Check the one that describes you:                    \_\_\_ I am dependable **some** of the time.  
    \_\_\_ I am dependable **most** of the time.  
    \_\_\_ I am dependable **all** of the time.

I am able to do the essentials of the job. (initial) \_\_\_\_\_

### Other References

Name	Relationship	Phone #

*\*\* (Certifications required to be current before employment)*

I understand that any job offer is contingent upon my successfully passing a pre-employment drug test. I hear by agree to such pre-employment drug test if requested and authorize the testing facility to release the test results to Manoa Cottage.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_