

Manoa Cottage & Manoa Cottage Kaimuki Employment Application

Position Applying For: _____ Date: _____

Salary Desired: _____ Date Available: _____

Equal Employment Opportunity. Manoa Cottage & Manoa Cottage Kaimuki provides equal employment opportunities consistent with applicable federal, Hawai'i, and local law. Employment decisions are made without unlawful discrimination based on protected characteristics or protected activity, including race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, ancestry, age, disability, genetic information, marital status, arrest and court record, credit history, domestic or sexual violence victim status, reproductive health decisions, breastfeeding, National Guard or military/veteran status, or any other status protected by law. Reasonable accommodation is available for qualified applicants with disabilities and for known limitations related to pregnancy, childbirth, or related medical conditions, as required by law.

GENERAL INFORMATION

Last Name		First Name		Middle Initial	
Address		City		State	Zip
Home Phone ()		Mobile Phone ()		E-mail Address	
How did you hear about us? _____ _____ Do you know anyone who is presently working for our company? If so, who?		Check Work Availability	Day's	PM's	NOC
		☐ Full-Time			
		☐ Part-Time			
		☐ On-Call			
		Temporary: ☐ Weekends ☐ Holidays ☐ Other			
		Are there any specific days or times you cannot work? ☐ Yes ☐ No If yes, please list days and times you cannot work:			

PERSONAL INFORMATION

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

WORK EXPERIENCE

Starting with your present or last job, please account for the past 20 years of employment. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed	Duties and Responsibilities
Address	Start Date (Mo./Yr.)	
Telephone Number(s)		
Job Title	End Date (Mo./Yr.)	
Supervisor		
May We Contact ☐ Yes ☐ No	Reason for leaving	

Employer	Dates Employed	Duties and Responsibilities
Address	Start Date (Mo./Yr.)	
Telephone Number(s)		
Job Title	End Date (Mo./Yr.)	
Supervisor		
May We Contact ☐ Yes ☐ No	Reason for leaving	

Employer	Dates Employed	Duties and Responsibilities
Address	Start Date (Mo./Yr.)	
Telephone Number(s)		
Job Title	End Date (Mo./Yr.)	
Supervisor		
May We Contact ☐ Yes ☐ No	Reason for leaving	

Employer	Dates Employed	Duties and Responsibilities
Address	Start Date (Mo./Yr.)	
Telephone Number(s)		
Job Title	End Date (Mo./Yr.)	
Supervisor		
May We Contact ☐ Yes ☐ No	Reason for leaving	

Employer	Dates Employed	Duties and Responsibilities
Address	Start Date (Mo./Yr.)	
Telephone Number(s)		
Job Title	End Date (Mo./Yr.)	
Supervisor		
May We Contact ☐ Yes ☐ No	Reason for leaving	

Comments: Include explanation(s) of any gaps in employment

--

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED	GRADE SCHOOL ① ② ③ ④ ⑤ ⑥ ⑦ ⑧	HIGH SCHOOL ① ② ③ ④	COLLEGE ① ② ③ ④	GRAD SCHOOL 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?			

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIL ACTIVITIES AND OFFICES HELD (Exclude any memberships which suggest or disclose your race, color, national origin, religion, disability, or any other protected status)

BACKGROUND

Have you ever been discharged and/or asked to resign from employment?	☐ Yes	☐ No
Have you ever initiated an act of violence in the workplace?	☐ Yes	☐ No
If yes, you may briefly explain the circumstances below. Do not provide information about arrests, charges, convictions, sealed/expunged matters, or other criminal-history information on this application. Any lawful conviction inquiry, if applicable, will occur separately at the stage permitted by Hawai'i law and any applicable statutory exception.		

NOTICE: It is the policy of Manoa Cottage and Manoa Cottage Kaimuki to hire only U.S. citizens and aliens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Immigration and Naturalization Service's form I-9.)

PERSONAL / PROFESSIONAL REFERENCES (Do not include family members)

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

ACKNOWLEDGMENT AND CERTIFICATION

By typing/signing my name below, I certify that the information I have provided in this application is true and complete to the best of my knowledge. I understand that material misrepresentations or omissions may result in withdrawal of an offer or, if discovered after hire, corrective action up to and including termination, consistent with applicable law.

I authorize Manoa Cottage & Manoa Cottage Kaimuki to verify the job-related information provided in this application, including employment history, education, licenses/certifications, and references, as permitted by law. Any background check conducted by a third-party consumer reporting agency will be managed through separate disclosures, authorizations, and notices required by applicable law.

After a conditional offer, Manoa Cottage & Manoa Cottage Kaimuki may require job-related and legally permissible post-offer screening or medical examination for individuals entering the same job category, consistent with applicable law. Medical information will be managed confidentially as required by law. Nothing in this application requires disclosure of disability, genetic information, pregnancy status, or other medical information.

This application is not a contract of employment. If hired, employment with Manoa Cottage & Manoa Cottage Kaimuki is at will to the fullest extent permitted by Hawai'i law, meaning either the employee or Manoa Cottage & Manoa Cottage Kaimuki may end the employment relationship at any time, with or without cause or advance notice, subject to applicable law and any written agreement signed by an authorized representative of Manoa Cottage & Manoa Cottage Kaimuki.

Applicant Signature: _____ Application Date _____

Manoa Cottage & Manoa Cottage Kaimuki 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.