

Prepared by the Personnel Management Office.  
This is a new Administrative Procedure.

July 1982

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RECRUITMENT, SELECTION AND APPOINTMENTS

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A9.640 WORK SCHEDULE DISCLOSURE FORM

1. Purpose. To provide a means of evaluating an applicant's availability and possible entitlement to fringe benefit coverage.
2. Objective. To prescribe a work schedule disclosure form to enable the University to confirm an employee's total percentage of time as a University employee.
3. Applicability/Responsibility. This procedure applies to applicants for part time Board of Regents positions and applicants for all lecturer assignments, including overload by University of Hawaii personnel.
4. Procedures. The Work Schedule Disclosure form is to be completed immediately prior to any offer or commitment of employment. After evaluation, it is to be retained by the hiring agency.

WORK SCHEDULE DISCLOSURE FORM

1. Work commitments and schedule

a) Briefly describe present employment and geographical location.

b) Describe present weekly work schedule (days and times).

2. University Commitments: List work commitments which are currently performed or are to be performed during the next six months.

Campus	Inclusive Dates	Course No. & Title	Days & Times	Credit/ Contact Hours

3. Applications Pending: List applications which are pending for other University of Hawaii employment.

Campus	Department/Division

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Signature

\_\_\_\_\_  
Date