



**University of Hawai'i
Employment Application Form
Administrative, Professional and Technical Positions (APT)**

Position Title:		Position Number:	
Name: Last	First	Middle Initial	
Address: Street	Apt. #	City	State Zip Code
Email address:		Preferred phone #:	
		Please indicate: Cell <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/>	

Complete the following if you are **presently** or were **formerly** employed as an **APT** within the University of Hawai'i:

Department/College:	Official Position Title:
Present or Last APT Appt Pd:	Business phone:
Full Time <input type="checkbox"/> or Part Time <input type="checkbox"/>	Bargaining Unit 08 (HGEA) <input type="checkbox"/> or Excluded Unit 78 (non-union) <input type="checkbox"/>

Check **one** of the following boxes if you are exercising employment rights in accordance with Article 10, BU 08 collective bargaining agreement (eligibility subject to verification by the hiring unit):

I am being/have been relieved or terminated because of a lack of work or other legitimate reasons and have reemployment rights as outlined in Article 10, Employment Rights. (Please attach the notice of termination.)

I am currently in bargaining unit 08 I am currently in bargaining unit 78

Non-Discrimination and Affirmative Action Information: The University of Hawai'i is an equal opportunity/affirmative action (EEO/AA) institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, national guard absence, or status as a covered veteran, marital status, sexual orientation, breastfeeding, income assignment for child support, domestic or sexual violence victim status, and arrest and court record (except as permissible under State law).

CLERY ACT: In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual security reports for the University of Hawai'i can be found at: <http://workatuh.hawaii.edu/Jobs/ASR>, or <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

Americans with Disabilities Act: This application form is available in alternate format upon request for persons with print disabilities. Contact the campus [ADA Coordinator](#) for assistance.

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawai'i. I also understand that, if selected, I must present documentary evidence to verify my employment eligibility, pursuant to the Immigration Reform and Control Act of 1986.

Signature _____
Date

NOTE: Attach/Submit a **comprehensive resume** and include: 1) your name, current address, phone number(s); 2) **work history** - provide sufficient detailed information with which to determine your qualifications for the position for which you are applying, list all employment in last 10 years beginning with most recent employment and other pertinent employment beyond 10 years; 3) **education** - chronologically list all higher education institutions attended beyond Grade 12, including name, address, major field of study degree/diploma/certificate received; 4) **relevant experience** - chronologically list pertinent military, professional, trade, technical, etc., courses you have completed, including institution name, address, subject area, certificate received; 5) **publications/research/other professional activities (if applicable to position)** - include co-authors, title of journal/publication, if book, publication date & publisher; 6) **knowledge of language other than English if required for position** - identify language and include ability to read, write, converse; and 7) **pertinent professional memberships and awards** - list, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc; 8) **references** - provide complete contact information, as required by position advertisement. See [Suggested Resume Format](#) - PDF format.