



# Hawaii First Federal Credit Union

## Application for Employment

The Company is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, and related medical conditions), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, certain arrest and court records, certain credit history, child support orders, garnishments, reproductive health decision, domestic or sexual violence victim status, veteran/military status, certain citizenship status, breastfeeding, or any other characteristic protected by federal, state, or local law.

Date	
Job/Position you are applying for (must be filled in)	
Are you able to perform the essential functions of this position with or without reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### GENERAL INFORMATION:

Name		Email Address	
Address		Telephone No. (Cell or Residence)	
City	State	Zip Code	

**EMPLOYMENT HISTORY:** STARTING WITH PRESENT or MOST RECENT, list all previous employers. Include self-employment, military service, summer, and part-time jobs. *Please attach additional sheets if necessary, following the same format.*

<b>Company Name</b>	Phone	From (mm/yy)	Position
		To (mm/yy)	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	
<b>Company Name</b>	Phone	From (mm/yy)	Position
		To (mm/yy)	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	
<b>Company Name</b>	Phone	From (mm/yy)	Position
		To (mm/yy)	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	
<b>Company Name</b>	Phone	From (mm/yy)	Position
		To (mm/yy)	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	

**MISCELLANEOUS:**

May we contact your current employer(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you know anyone presently working for our Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If so, who? _____
Are you 18 years old or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you legally authorized to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever worked or attended school under another name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If so, what name(s)? _____

**AVAILABILITY:**

Available Start Date: \_\_\_\_\_  
Do you prefer:  Full Time  Part Time

**REFERENCES: (Not relatives)**

Name	Occupation
Address	Telephone No.
Name	Occupation
Address	Telephone No.
Name	Occupation
Address	Telephone No.

**EDUCATION:**

Education	Name and Location of School	Graduated?	Degree Earned/Subject of Study
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (graduate school, trade school, etc.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**NOTE:**

It is the policy of this Company to hire only U. S. citizens and noncitizens 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. Citizenship and Immigration Service's Form I-9.)

**ACKNOWLEDGMENT AND CERTIFICATION:**

By signing below, I certify that all information provided on this application are true and complete to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and if hired, would serve as grounds for termination.

I authorize the Company to verify any and all information listed above, including but not limited to my references, employment history, education records, and any other information I provided. I authorize the references I have listed to disclose any information related to my work record, professional experiences, and qualifications for employment without providing me prior notice of such disclosure. I release the Company and all providers of such information from all claims and liability relating to or arising out of any inquiry by the Company related to this application.

**This application is not a contract of employment, offer or promise of employment, and does not create a contract of employment. I understand that if I am employed, my employment will be "at will" and can be terminated at any time, either by myself or the Company, with or without cause or reason and with or without notice.**

This application will only be considered for three months. I understand that if I have not been hired within three months of completing this application, and I still wish to be considered for employment, I must complete another application.

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Application Date