



**Kohala Village HUB**  
*Feeding Hawai'i Through Food, Arts, Culture, and Ecology*

PLEASE PRINT/WRITE ALL INFORMATION CLEARLY

<b>Contact Information</b>	<b>Date of Application:</b> ____ / ____ /20____
Name: _____	
(Last)	(First)
(Middle Intl.)	
AKA: _____	
<b>MAILING Address:</b> _____	
City: _____	State/Zip Code: ____ / _____
Home Phone: ____ / ____ / ____	Mobile Phone: ____ / ____ / ____
Email: _____	

<b>Position/s applying for</b>			
1.	_____	Part-Time ____	Full-Time ____
2.	_____	Part-Time ____	Full-Time ____

<b>Availability</b>	
<b>Days available to work:</b> (Please check days available, or No Preference) <b>No Preference</b> ____	
Sunday ____	Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____
How many hours can you work weekly? _____ Available to work nights? YES ___ NO ___	
If hired, when will you be available to start work: _____	
Are you legally eligible for employment in the United States? YES ___ NO ___	

<b>How did you hear about the Kohala Village HUB?</b>	
_____	
_____	
<b>Do you have any family or friends working for the Kohala Village HUB? If so, who?</b>	
_____	
_____	

**Employment History – MUST BE COMPLETED**

List your employment history starting with your present or most recent place of employment first, including any summer or temporary jobs. (Use a separate sheet of paper if needed).

**1. Employer Name:** \_\_\_\_\_

**Supervisor/Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_ / \_\_\_\_\_ **Email:** \_\_\_\_\_

**Position title/duties/skills:** \_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Pay: \$** \_\_\_\_\_ **Per:** Hourly/Salary

**Reason for Leaving:** \_\_\_\_\_

**If considered, may we contact this employer? YES** \_\_\_ **NO** \_\_\_

**2. Employer Name:** \_\_\_\_\_

**Supervisor/Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_ / \_\_\_\_\_ **Email:** \_\_\_\_\_

**Position title/duties/skills:** \_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Pay: \$** \_\_\_\_\_ **Per:** Hourly/Salary

**Reason for Leaving:** \_\_\_\_\_

**If considered, may we contact this employer? YES** \_\_\_ **NO** \_\_\_

**3. Employer Name:** \_\_\_\_\_

**Supervisor/Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_ / \_\_\_\_\_ **Email:** \_\_\_\_\_

**Position title/duties/skills:** \_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Pay: \$** \_\_\_\_\_ **Per:** Hourly/Salary

**Reason for Leaving:** \_\_\_\_\_

**If considered, may we contact this employer? YES** \_\_\_ **NO** \_\_\_

**Kohala Village HUB**

55-514 Hawi Road, PO Box 511, Hawi, HI 96719 \* (808) 889-0404

**Education**

List your educational history. (Use a separate sheet of paper if needed.)

**High School Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Year Graduated:** \_\_\_\_\_

**College Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Last Date Attended:** \_\_\_\_\_

**Did You Complete:** YES \_\_\_ NO \_\_\_ **Degree:** \_\_\_\_\_

**College Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Last Date Attended:** \_\_\_\_\_

**Did You Complete:** YES \_\_\_ NO \_\_\_ **Degree:** \_\_\_\_\_

**Professional License/s**

**Type of License Held:** \_\_\_\_\_ **State:** \_\_\_\_\_

**License Number:** \_\_\_\_\_ **License Expiration Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Type of License Held:** \_\_\_\_\_ **State:** \_\_\_\_\_

**License Number:** \_\_\_\_\_ **License Expiration Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Skills & Qualifications**

Please list additional skills, qualifications and any special interests that may be helpful towards the position/s you are applying for.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Please list your references with at least two being Professional and one Personal.  
(Use a separate sheet of paper if needed.)

**Name/Title:** \_\_\_\_\_ **Years known:** \_\_\_\_\_

**Occupation/Relationship:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_ **Years known:** \_\_\_\_\_

**Occupation/Relationship:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_ **Years known:** \_\_\_\_\_

**Occupation/Relationship:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Employment Information**

Kohala Village HUB is an Equal Opportunity Employer. We prohibit unlawful discrimination and harassment in the workplace because of race, color, religion, sex (including gender identity or expression), age, national origin, ancestry, marital status, arrest and court record, disability, genetic information, sexual orientation, domestic or sexual violence victim status, credit history, citizenship status, military/veterans status, or other characteristics protected under applicable state and federal laws. This policy applies to all aspects of the employment relationship, including hiring, promotions, training, discipline, compensation, working conditions, and benefits.

**Applicant Acknowledgment**

I hereby certify, that the information provided in the above Employment Application is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this Employment Application will be considered grounds for termination. I further understand that Kohala Village HUB has the right to investigate my employment history, personal references, and educational background, as well as the right to obtain and review my credit report, criminal history and other relevant information when making employment decisions (but only after a conditional offer of employment has been made to the applicant).

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature:** \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Responded By:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Notes:** \_\_\_\_\_