

STATE OF HAWAII
Department of Human Resources Development - State Recruiting Office
235 South Beretania Street, 11th Floor, Honolulu, Hawaii 96813-2437
An Equal Opportunity Employer

**VERIFICATION OF SATISFACTORY SERVICE WITH THE STATE
EXECUTIVE BRANCH**

If you are currently an exempt employee applying for a civil service position, Act 128, SLH 2004, requires you to have at least six continuous years of satisfactory service as a full-time employee with the State Executive Branch. To verify such satisfactory service, complete Part A of this form and have your current supervisor complete Part B for verification of your six years of satisfactory service. If it is necessary to acquire verification from previous supervisor(s), please provide each supervisor with a separate individual form.

Part A: (to be completed by applicant)

NAME: _____ DATE: _____
MAILING ADDRESS: _____ SSN: _____
PHONE NUMBER: _____
POSITION APPLYING FOR: _____ RECRUITMENT #: _____

Part B: (to be completed by supervisor)

NAME: _____ DATE: _____
TITLE: _____ PHONE NO: _____
DEPARTMENT: _____
PERIOD SUPERVISED: _____ (month/year)

From: _____	To: _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
From: _____	To: _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
From: _____	To: _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
From: _____	To: _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
From: _____	To: _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
From: _____	To: _____	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

Supervisor's Signature: _____

I authorize the release of information concerning my employment. I understand that the information contained herein includes my period of satisfactory service with the State Executive Branch.

Applicant's Signature: _____