



## UNIVERSITY OF HAWAII APPLICANT DATA FORM

### Administrative, Professional and Technical Positions

This form is used to provide information about you relative to the position(s) for which you are applying. This completed form and a **comprehensive resume**, must both be submitted in accordance with the filing requirements specified in the advertisement. (See [Suggested Resume Format](#) - PDF Format).

Position Title:		Position No.:	
Name: Last	First	Middle Initial	
Home Address: Street	Apt. #	City	State Zip Code
Home Telephone:		Business Telephone:	
If selected, <b>all</b> individuals must present documentary evidence to verify their eligibility to work, pursuant to the Immigration Reform and Control Act of 1986.			
<b>Employment Status:</b> Complete the following if you are <b>presently</b> or <b>formerly</b> employed by the University of Hawai'i:			
Department:	Official Position Title:	Campus Phone No.:	
College:			
Present or Last Appointment Period (if applicable):	FTE:	BU:	
Check <b>one</b> of the following boxes if you are exercising employment rights in accordance with Article 10, BU 8 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 9, Employment Security. I am currently in the bargaining unit.			
<b>Non-Discrimination and Affirmative Action Information:</b> The University of Hawai'i is an equal opportunity/affirmative action institution. All qualified applicants will be considered, regardless of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. Women, members of minority groups, veterans and persons with disabilities are encouraged to apply.			
<b>CRIME AWARENESS AND CAMPUS SECURITY ACT:</b> In accordance with the Campus Security Act of 1990, the University of Hawai'i (UH) maintains data on the types and number of crimes that occur on University property as well as policies dealing with campus security. To obtain additional information, please visit the respective UH campus=website ( <a href="http://ope.ed.gov/security/InstList.asp">http://ope.ed.gov/security/InstList.asp</a> ) or contact the respective campus=security office.			

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. For electronic submissions, signatures required prior to interview.

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 & date received; 4) **relevant experience** - chronologically list pertinent military, professional, trade, technical, etc., courses you have completed, including institution name, address, subject area, certificate & date received; 5) **publications/research/other professional activities (if applicable to position)** - include co-authors, title of journal/publication & date, 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.

An Equal Opportunity/Affirmative Action Institution

## Suggested Resume Format For University of Hawai'i Administrative, Professional and Technical Positions

Name  
Address  
Telephone  
Email

**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.

Employer  
Employer Address  
From: Month/Year      To: Month/Year  
Supervisor/Title  
Your Position Title  
Summary of Your Duties and Responsibilities  
If less than full-time, indicate average hours worked per week

**Education:** Chronologically list all schools attended beyond Grade 12, including school name, address, major field of study degree/diploma/certificate & date received.

School Name  
School Address  
Major Field of Study  
Degree/Diploma/Certificate & Date Received

**Relevant Experience:** Chronologically list pertinent military, professional, trade, technical, etc., courses you have completed.

Institution Name  
Institution Address  
Subject Area  
Certificate & Date Received

**Publications/Research/Other Professional Activities (if applicable to position):** Include co-authors, title of journal/publication & date, if book, publication date & publisher.

**Knowledge of Language Other Than English (if required for position):** Identify language and indicate ability to read, write, converse.

**Pertinent Professional memberships and Awards:** List, as appropriate, membership in professional or scientific societies, honors, awards, fellowships, etc.

**References:** Provide complete contact information, as required by advertisement of position.

Name/Title  
Mail Address  
Telephone  
Email