



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, <u>all</u> individuals must present documentary evidence to verify their eligibility to work, pursuant to the Immigration Reform and Control Act of 1986.				

Employment Status: Complete the following if you are **presently** or **formerly** 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 **one** 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.

Non-Discrimination and Affirmative Action Information:

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.

CRIME AWARENESS AND CAMPUS SECURITY ACT: 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 (<http://ope.ed.gov/security/InstList.asp>) 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.

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

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.

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

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

Name/Title

Mail Address

Telephone

Email