## STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

Human Resources Office

830 Punchbowl St., Room 415, Honolulu, Hawaii 96813

#### GENERAL INSTRUCTIONS: Please type or print legibly in blue or black ink.

The information you provide will be used to determine whether you qualify for the job(s), for which you are applying.

- Your entire application and attachments (if any) must be received only at the Human Resources Office above.
- Before applying, read the position requirements described in the Announcement carefully to determine if you qualify for the position.
- Any additional required forms described in the **Announcement** can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, addresses, telephone numbers or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.

WODE AUTHODIZATION

• The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1.	WORK AUTHORIZATION	3					
	Please answer both A and B below:	POSITION TITLE APPLYING FOR					
	A. Are you legally authorized to work in the United States? Yes No	4RECRUITMENT NUMBER					
	<ul> <li>B. Will you now or in the future require sponsorship by the State of Hawaii for employment visa status (e.g. H-1B visa status)? Yes No</li> </ul>	5. NAME: Last First Middle 6. OTHER NAMES USED OR FORMER LAST NAME:					
2.	UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE	7. MAILING ADDRESS:					
	Note: Veteran's Preference is only applicable for open-competitive recruitments.	City State Zip Code					
	If you are claiming Veteran's Preference, please scan and attach a copy of your DD-214 form and/or official statement from the Veterans Administration or armed forces to your application.	8. PHONE NUMBER: Home Other 9. CERTIFICATE OF APPLICANT					
	None None	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					
	☐ I am claiming 5 Veteran's Preference points and will submit a copy of my DD-214.						
	I am claiming 10 Veteran's Preference points and will submit a copy of my DD-214 and/or official statement from the Veterans Administration (VA), as applicable.	herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that					
	If you are claiming U.S. Military Service, please complete the following:	there may be additional employment-related tests as required.					
	A. Date Entered Service:						
	B. Date Separated From Service:						
		Date Original Signature of Applicant					

State of Hawaiʻi Department	of Human Resources	Development
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The information on pages 1 and 2 will not be released to persons involved in the appointment process.

Information requested in items 10 through 19 is needed to make determinations on your suitability for employment. Dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

## 10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE Within the past five years, were you: (If you answer "Yes" to question 10A or 10B, please explain in detail in item #11 below, the dates and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.) 11. 12. WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES? (If you answer "Yes" to the above question, please explain in detail in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.) 13. \_\_\_\_\_ 14. HAVE YOU EVER BEEN CONVICTED OF ANY ACT, ATTEMPT OR CONSPIRACY TO OVERTHROW THE STATE OR FEDERAL GOVERNMENT BY FORCE OR VIOLENCE? ...... YES..... NO (If you answer "Yes" to the above question, please explain in detail in item #15 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.) 15.\_\_\_\_\_ **16. SUSPENSION OR REVOCATION OF LICENSE** Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? (If you answer "Yes," please explain in detail in item #17 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.) 17. **18. SETTLEMENTS OR AGREEMENTS** Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program or are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawai'i? (If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your settlement or restriction from applying with the State of Hawai'i.) 19.

#### STATE OF HAWAI'I DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS Application For Civil Service Positions EDUCATION AND EMPLOYMENT HISTORY

1. POSITION TITLE APPLYING FOR:         2. RECRUITMENT NUMBER APPLYING FOR:								
The information you provide will be used to determine whether you meet the minimum qualification requirements in the Class Specifications. As required by federal and/or state laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State	s     3.       e     4.       r     U       ll     5.       ll     6.	Last Last Last Last Last Last Last Last	Box or	First	Middle r and Street			
Hawai'i is an equal opportunity employer and complies th applicable state and federal laws relating to employment actices.	it 👘	. PHONE NO.:	Home	State	e Zip Code Other			
<b>8. EDUCATION HISTORY:</b> When verification is required, the documentation for the training and/or your application may be considered incomplete and rejected. your qualifications for the position(s) for which you are applying the second secon	The inf	formation you provide in this	s section wil	l be used st	rictly in the evaluation of	DO N WRI IN T SPA		
A. NAME AND LOCATION (city and state) of last grade school attended: (elementary, intermediate or high school)         (School name/type)       (City/State/Country)         Did you graduate?       Yes         No       If no, what grade level did you complete?         Did you receive a GED?       Yes								
B. <b>TRAINING:</b> In-service training, business, trade, armed forces, college or un	versity	, graduate of professional so	chools.					
NAME & ADDRESS	(erony,	Course or Major Field of Study	Number of or Hours ( Semester		Kind of Degree, Diploma or Certificate Received			
						ן ר		
<ul> <li>LICENSES, CERTIFICATES, OTHER QUALIFICATIONS</li> <li>A. DRIVER'S LICENSE: Yes, I have a valid driver's license or I am No, I do not have a driver's license and/or a driver's license.</li> <li>B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, revidence is required, please submit a photocopy or present for verification.</li> </ul>	[ am no	ot interested in being consi	idered for p	ositions w	hich require			
<b>C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH</b> : List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.		• SPECIAL QUALIFICA or scientific societies, hon- do not submit unless reque	ors, awards,		* *			
LANGUAGE SPEAK READ WRITE								

#### STATE OF HAWAI'I DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS Application For Civil Service Positions EDUCATION AND EMPLOYMENT HISTORY

10. EXPERIENCE: Please type or print legibly in blue or black ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified. Please complete this section even if you are attaching a resume or other documents.

Employer	From:       Month       Year         To:       Month       Year         Image: Full Time       Part Time       Volunteer         Average hours worked per week       Reason(s) for leaving       Image: Full Time         Image: Reason(s) for leaving       Image: Full Time       Image: Full Time         Image: May we contact this employer?       Yes       No				
Employer   Address   Supervisor's Name and Title   Company Phone Number   Company URL Internet Address   Your Position Title and Duties	From:       Month       Year         To:       Month       Year         Image: Full Time       Part Time       Volunteer         Average hours worked per week       Reason(s) for leaving       Month         Image: Full Time       For leaving       Month       Year         May we contact this employer?       Yes       No				
Employer	From:				
Employer	From:       Month       Year         To:				

#### Unemployment Insurance Assistant III - Hilo, 25-008 Supplemental Questions - Submit with Application

#### 1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please DO NOT submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an <u>accredited school in the United States.</u> We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted with the application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

Applicants must meet all the requirements for the position seeking as of the date of the application, unless otherwise specified. In general, concurrent experience and/or education will not be double credited unless otherwise specified. Possession of the required amount of experience will not in and of itself be accepted as proof of qualification.

Please initial to acknowledge that you read and understand the above information.

The results of your screening will be sent to you via email.

Your email address:

please write clearly and legibly

#### 2. CLASS SPECIFICATIONS and MINIMUM QUALIFICATION REQUIREMENTS

A link to access the complete Class Specifications and Minimum Qualification Requirements was provided in the job announcement.

**Please initial to acknowledge** that you reviewed the Class Specifications and Minimum Qualification Requirements via the link provided in the job announcement.

### 3. EDUCATION/EXPERIENCE:

A high school diploma or equivalent **OR** experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

Yes, I have a high school diploma or equivalent, or experience as described above.

No, I do not have a high school diploma or equivalent, or experience as described above.

#### 4. GENERAL EXPERIENCE REQUIREMENT

Do you have at least two (2) years of progressively responsible general office clerical work experience which involved some public contact as described in the job announcement?

# Yes

**If YES**, <u>on a separate sheet</u>, identify each experience you would like us to consider and provide the following information. **Please DO NOT submit a resume in place of completing the questions below.** <u>All employers listed below should also be listed on your application.</u> Treat each change in employer or position separately. The information for each employer should include:

- A. Name of employer, your job title, and dates of employment.
- B. Your primary duties and responsibilities?
- **C.** Describe in detail your clerical experience.
- D. What percentage of time was spent on performing clerical tasks?
- **E.** Describe your public contact. Type of clients or people served, how frequently you dealt with them, and the purpose of your contact.

**F.** Describe your experience, if any, in performing basic mathematical computations. Give examples. In your descriptions, avoid the use of vague terms such as "processed," "handled," etc. and instead clearly describe the tasks you performed and the limits of your authority.



Please Do NOT submit a resume in place of completing this Supplemental Questions.

#### 5. SUBSTITUTION OF EDUCATION FOR EXPERIENCE

Do you have education as stated in the job announcement to be substituted for experience?



If YES, you must submit a copy of your official transcript as verification.

#### 6. SUPPORTING DOCUMENTS

Supporting documents such as **official** transcript, diploma, or resume must be submitted at the time of application. (A copy or scanned supporting document is acceptable, A printout from school system is NOT acceptable, e.g., UH Campus System )

Note: If your college degree(s) are from other countries, you must submit a **foreign education credential evaluation** verifying comparability to education gained at a regionally accredited school in the U.S. Foreign degree without education credential evaluation will not be considered.

Supporting documents are attached.

#### 7. HOW DID YOU FIND OUT ABOUT THIS POSITION?

Department of Labor and Industrial Relations website

Department of Human Resources Development website

Referred by a family, friend, acquaintance, etc.

Other: \_\_\_\_\_

Application must be signed. Applications submitted without signature may not be considered.

\*\*\*SUBMIT SUPPLEMENTAL QUESTIONNAIRE WITH DLIR APPLICATION\*\*\*

Unemployment Insurance Assistant III - 25-008\_Hilo

Print Name

Date