



Application for Employment

<p><i>Catholic Charities Hawai'i is committed to live these four core values: Dignity, Social Justice, Commitment to Excellence, & Compassion</i></p>	Position you are applying for (must be filled in)
	Are you able to perform the essential functions of this position with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

Equal Opportunity Employer: Catholic Charities Hawai'i is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, disability, genetic information, marital status, arrest and court record, credit history, reproductive health decision, domestic or sexual violence victim status, veteran/military status, citizenship status, pregnancy, breastfeeding, or any other characteristic protected by federal, state, or local law.

GENERAL INFORMATION:

Name	Email Address
Address	Telephone No. (Cell or Residence)
City	State Zip Code

EMPLOYMENT HISTORY: STARTING WITH PRESENT or MOST RECENT, list all previous employers. Include self-employment, military service, summer, and part-time jobs. *Please attach additional sheets if necessary. Do not write "see/refer to resume."*

<i>Company Name</i>	Phone	From	Position
		To	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	
<i>Company Name</i>	Phone	From	Position
		To	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	
<i>Company Name</i>	Phone	From	Position
		To	
No. & Street		Supervisor's Name	Duties
City & State	Zip	Reason for Leaving	

MISCELLANEOUS:

May we contact your current employer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know anyone presently working for our company? If so, who? _____

REFERENCES: *(Not relatives)*

Name	Address	Telephone No.
Name	Address	Telephone No.
Name	Address	Telephone No.

EDUCATION:

Education	Name of School	Address	No. of Yrs. Attended	Degree Earned
High School				
College				
Other (graduate school, trade school, etc.)				

NOTE:

It is the policy of this Company to hire only U. S. citizens and noncitizens who are authorized to work in this country. *(As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Citizenship and Immigration Service’s Form I-9.)*

ACKNOWLEDGMENT AND CERTIFICATION:

By signing below, I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission made herein, when discovered, may disqualify me from consideration for employment or subject me to discharge if I am hired. I authorize the Company to investigate my work history, education, character, reputation, and background as it deems necessary for purposes of considering my application for employment. In exchange for the Company’s consideration of my application for employment, I hereby release the Company and all providers of information (including, but not limited to, any of my former employers, educational institutions attended, and personal references) from all liability relating to or arising out of any inquiry by the Company regarding my work history, education, character, reputation, and background.

After an offer of employment is made, but before employment duties begin, applicants may be required to undergo a criminal conviction check, physical or medical examination (or drug test) at Company expense and by a Company-chosen physician, with the offer of employment conditioned on the result of such examination. Employees, at any time during the course of their employment, may be required to undergo a criminal conviction check, medical (or drug) examination at Company expense and by a Company-chosen physician. I agree to provide the Company with any authorization or release which may be required for a pre-employment medical examination or drug test.

This application is not a contract of employment and cannot create a contract of employment for any specific period. I understand that if I am employed, my employment is “at will” and can be terminated at any time, either by myself or the Company, with or without cause or reason and with or without notice. Only the President & CEO is authorized to modify the Company’s at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be in writing and signed by the employee and the President & CEO.

This application will only be considered for three months. I understand that if I have not been hired within three months of completing this application, and I still wish to be considered for employment, I must complete another application.

Applicant Signature _____

Application Date

*Catholic Charities Hawai’i providing services
to those in need since 1947.*