



**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED**

2804 WEHE ROAD LIHUE, KAUAI, HAWAII 96766

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***APPLICATION FOR EMPLOYMENT***

To Applicant:

We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. Please note that a separate application must be turned in for each position applying for.

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

Position Applied For	Date of Application
Are you able to perform the essential functions of this job with or without reasonable accommodation?	
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Mailing Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)	(Daytime)	(Home)
Email Address		

How long have you lived at your present address? \_\_\_\_\_

If less than one year, previous address: \_\_\_\_\_

How long did you lived there? \_\_\_\_\_

**EMPLOYMENT RECORD:**

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, following the same format.*

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Present Job Title			
Supervisor			
Reason for Leaving			
Employer	Date Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) that you do not wish us to contact? \_\_\_\_\_

**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members or past supervisor*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

**Comments: Include explanation of any gaps in employment.**


**EDUCATION**

	Name of School	Address	Diploma/ Degree	Course of Study
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other (trade school, etc.)	_____	_____	_____	_____

- **PLEASE SUBMIT OFFICIAL DIPLOMA AND/OR TRANSCRIPT WITH APPLICATION**

**ADDITIONAL INFORMATION**

<b>Other Qualifications</b> <i>Summarize special job-related skills and qualifications acquired from employment or other experience.</i>

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**


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NOTE: It is the policy of KEO to hire only U.S. citizens and aliens 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. Immigration and Naturalization Service's Form I-9.)

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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 subject me to discharge. I authorize the KEO 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 KEO's consideration of my application for employment, I hereby release the KEO 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 KEO 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 physical or medical examination (or drug test) at KEO's expense and by a KEO-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 medical (or drug) examination at KEO's expense and by a KEO-chosen physician. I agree to provide the KEO 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 KEO, with or without cause or reason and with or without notice.**

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.

\_\_\_\_\_  
Application Date

\_\_\_\_\_  
Applicant's Signature