

## **JOB APPLICATION Information Sheet**

### **Why do employers want a job application?**

What you write and how well you complete your job application tells the employer:

1. How well you follow directions.
2. What you are like. What are your interests and skills. Are you neat?
3. What type of work and experiences you've had.
4. How long you stayed at your jobs.
5. How well you do your job. If your application is neat and complete, it shows the employer what kind of worker you are.

Give your resume and job application to the employer. After looking at both, if the employer thinks you might qualify for the job, he will want to talk to you and schedule an interview.

### **Some tips and things to remember when completing a job application.**

1. Type or use a black ink pen.
2. Always print the information.
3. Identify the position you are applying for, if asked
4. Follow directions carefully.
5. Be neat.
6. Draw a line in blanks or write "N/A" for questions or sections that are non-applicable.
7. Make sure your reasons for leaving a job seem good.
8. When signing your name, use your full name. Never use a nickname.
9. Have your resume with you to help you to complete the application accurately and quickly.

Position applying for: \_\_\_\_\_

# Application For Employment

**Na Menehune Company  
Honolulu, Hawaii**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	
<b>Address</b>	<b>Number</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number(s)</b>					

If you are under 18 years of age, can you provide required Proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

Have you ever been employed with us before?  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time  Part Time  Shift Work

Can you travel if the job requires it?  Yes  No

Have you been convicted of a felony?  Yes  No

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# EDUCATION

	Name and Address	Course of Study	Years Completed	Date of Graduation/ Diploma Degree
Elementary School				
Middle School				
High School				
Undergraduate College				

Do you speak read and/or write any foreign language?

Which language(s)e? \_\_\_\_\_

Describe any specialized training, skills, and extra-curricular activities:

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

**If you need additional space, please continue on a separate sheet of paper.**

List professional, trade, business or civic activities and offices held.

*You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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## Additional Information

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> Computer/Lap	<input type="checkbox"/> Word Processing	Other (list):
<input type="checkbox"/> 10-key Calculator	<input type="checkbox"/> Spreadsheet	_____
<input type="checkbox"/> Powerpoint	<input type="checkbox"/> Presentation Software	_____
<input type="checkbox"/> Excel	<input type="checkbox"/> Video Editing	_____
<input type="checkbox"/> Scanner	<input type="checkbox"/> Photocopy Machine	_____
<input type="checkbox"/> Digital Camera	<input type="checkbox"/> Customer Service	_____

State any additional information you feel may be helpful to us in considering your application.

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## References

1. \_\_\_\_\_ ( )  
(Name) Phone #  
\_\_\_\_\_  
(Address)

2. \_\_\_\_\_ ( )  
(Name) Phone #  
\_\_\_\_\_  
(Address)

*I certify that the information provided is true and accurate to the best of my ability and knowledge. I understand that my education, work record, and references will be examined.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_