

PO'AILANI, INC.
EMPLOYMENT APPLICATION

970 N. Kalaheo Ave., Ste. A102
 Kailua, HI 96734
 Phone: 808-263-3500
 Fax: 808-263-3508

Date:
Position Applying For:

GENERAL INFORMATION

Name:	Telephone Number:
Address:	

List your past employment history, starting with your present or most recent employer. Include self employment, military service, summer and part-time jobs.

Name, Address & Phone Number of Employer	Employment Dates Mo/Yr		Position Held / Job Duties	Salary		Reason for Leaving
	From:	To:		Starting \$	Leaving \$	
Supervisor:						
Phone No.:						
Supervisor:						
Phone No.:						
Supervisor:						
Phone No.:						
Supervisor:						
Phone No.:						
Volunteer Work Community Service			Duties:			
Supervisor:						

EDUCATION

	School	City/State	Degree/Diploma
High School			*
College			
College			
Trade School			

* GED minimum is required for entry level employment.

PROFESSIONAL REFERENCES

Name:	Occupation:
Address:	Phone Number:
Name:	Occupation:
Address:	Phone Number:

Do you have any relatives or close personal relations currently working at Po’ailani, Inc? _____
 If yes, who? _____

Have you ever been convicted of a crime which would have a substantial relationship to the function and responsibilities of the position for which you are applying? _____ If so, please explain:

Po’ailani, Inc. is a drug free workplace; pre-employment and random drug testing is required of staff. Can you meet this requirement? _____

The following documentation is required of all new hires (not required at time of interview):

- Criminal Abstract – current within two months
- Clean Drivers Abstract – current within two months
- Two-Step TB Clearance or Chest X-Ray with conversion card – current within 1 year
- Physical Exam – current within 1 year
- Valid CPR & First Aid Certification
- Proof of Education
- Social Security Card – other valid proof of eligibility to work in the USA
- Valid Drivers License – required for driving shifts & pass a driving test in our 16 passenger van

I certify that all statements made on this application are true and complete to the best of my knowledge. I grant permission to Po’ailani, Inc. to verify my employment history, professional references and to a pre-employment drug test.

Signature: _____

**Please Note: Incomplete applications will not be considered.

Po’ailani, Inc. Use Only:
