



<b>Position &amp; Location:</b>
<b>Desired Salary:</b>

## Application for Employment

Please return Application to: LILI`UOKALANI TRUST, People Operations Department  
 1100 Alakea St., Ste. 201, Honolulu, HI 96813 \*\* TEL (808) 203-6150 \*\* [jobs@onipaa.org](mailto:jobs@onipaa.org)

<b>NAME</b> <i>(Last, First, Middle)</i>	<b>HOME Phone Number</b>
<b>MAILING ADDRESS</b> <i>(Street, City, State &amp; Zip Code)</i>	<b>MOBILE Phone Number</b>
<b>EMAIL ADDRESS</b>	Former, Alias, or Nickname
How were you referred to Lili`uokalani Trust?	

## Education

Education	Name of School & Location	Course of Study	Years Attended	Degree / Diploma
High School				
Undergraduate				
Graduate				
Other				

## References

Please list 3 references. DO NOT include any relatives or previous supervisors.

Name	Phone Number	Occupation	Years

# Employment History

STARTING WITH PRESENT OR MOST RECENT, list all previous employers. Include self-employment, military service, summer, and part-time jobs.

<b>Employer</b>	<b>Dates Employed</b>	<b>Reason for Leaving</b>
<b>Address</b>	<b>Position &amp; Duties</b>	
<b>Supervisor</b>		
<b>Phone number</b>	<b>Can we contact this employer?</b>	

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<b>Supervisor</b>		
<b>Phone number</b>	<b>Can we contact this employer?</b>	

## Conditions of Employment

1. **Political Activity.** As a continuing condition of employment, employees are prohibited from participating in any activity, including political activity, which could jeopardize the favored Federal and State income tax status of the Trust as a private foundation. Without limiting the generality of the forgoing, employees must refrain from any political activity during Agency time or on Lili'uokalani Trust (LT) premises.
2. **Criminal History Record Clearance & Employment History Check.** LT will perform a criminal history record clearance and employment check after a conditional offer of employment has been made to an applicant and annually thereafter. Findings from the criminal history check and/or employment history check may result in ineligibility for employment.
3. **TB Clearance/Physical Examination.** Each employee is required to have a TB skin test/chest x-ray as required by law after accepting an offer of employment and prior to beginning his/her first day of work. At any time during an employee's tenure with LT, with reasonable cause, the employee may be requested to undergo a physical examination at the agency's expense. By signing below, I agree to provide the agency with any authorization or release which may be required for a pre-employment medical exam.
4. **Substance Screening.** Applicants for jobs at LT must undergo substance screening for illegal or unauthorized drugs after a conditional offer of employment has been made, but before employment duties begin. An applicant who refuses to undergo substance screening shall not be employed. A negative result is required for employment. By signing below, I agree to provide the agency with any authorization or release which may be required for a pre-employment substance screening.
5. **Automobile.** Workers are required to have a personal vehicle available for use during working hours if required for their position. Pursuant to Hawaii law, it is mandatory for all staff to carry no-fault insurance coverage if utilizing a personal vehicle or agency vehicle for LT business. Additional documents such as a valid driver's license and vehicle safety checks must also be submitted at time of hire and periodically thereafter.
6. **Abstract of Traffic Record.** Applicant is required to have a clean Abstract of Record. An Abstract of Traffic Record must be submitted at the time of hire and periodically thereafter. Findings from the traffic abstract may result in ineligibility for employment.
7. **Accommodation.** Applicant will give reasonable notice to agency's representative or any particular accommodation needed to take a pre-employment test, interview or perform a job demonstration.
8. **Authorization to Work.** LT will hire only US citizens and aliens who are authorized to work in this country. Individual selected will be required to produce original documents establishing identity and authorization to work and must complete the US Immigration and Naturalization Service's form I-9.

### **Certification.** *(please read carefully before signing)*

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 form will not be considered if it is incomplete or not forwarded to the Human Resources Department of Lili'uokalani Trust ("the Company"). Further, I understand that any misrepresentation or omission made herein, when discovered, will subject me to discharge. 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.

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.

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**Applicant Name (PRINT)**

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**Applicant Signature**

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**Date**

# VOLUNTARY AFFIRMATIVE ACTION INFORMATION

*(Completion of information below is voluntary)*

Lili`uokalani Trust is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. We consider applicants for all positions without regard to race, color, religion, sex, including gender identity or expression, ancestry, national origin, age, marital status, disability, veteran status, sexual orientation, citizenship, genetic information, arrest and court record (unless necessary to meet bona fide occupation requirements), credit history, domestic or sexual violence victim status, or any other legally protected status.

In an effort to comply with requirements regarding EEO/AAP recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Applicant's Name (Last, First, Middle)	Date
Address (Street, City, State & Zip Code)	Position(s) Applying For
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	

Check one of the following Race/Ethnic Group categories:

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Hispanic or Latino                        |
| <input type="checkbox"/> Asian                          | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Black or African American      | <input type="checkbox"/> White                                     |
| <input type="checkbox"/> Two or more Races              |  |

Check one of the following Military Status:

- |  |  |
|--|--|
| <input type="checkbox"/> Not a Veteran | <input type="checkbox"/> Vietnam Era Veteran |
| <input type="checkbox"/> Disabled      | <input type="checkbox"/> Other Veteran       |

*MAHALO FOR YOUR COOPERATION*