

**The Arc of Kona**

PO Box 127 Kealahou, HI 96750  
 Telephone: (808) 323-2626 Fax: (808) 323-9444

Date
Job/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?

**Application for Employment**

Equal Opportunity Employer: The Arc of Kona 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.

**PLEASE PRINT**

**GENERAL INFORMATION:**

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

**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.*

Name & Address of Current or Former Employer	Dates Employed	Position & Duties	Reason for Leaving										
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**MISCELLANEOUS:**

May we contact your <u>current</u> employer(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
May we contact your <u>previous</u> employer(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you worked for the Arc of Kona in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you know anyone presently working for our company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How were you referred to the Arc of Kona?	
<input type="checkbox"/> Job Advertisement	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Relative	<input type="checkbox"/> Arc of Kona Employee _____
	<input type="checkbox"/> State Employment Office <input type="checkbox"/> Friend
	<input type="checkbox"/> Other _____

**REFERENCES: (Not relatives)**

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

**EDUCATION:**

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

**NOTE:**

It is the policy of this Company 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.)

**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 subject me to discharge. I authorize The Arc of Kona 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 Arc of Kona's consideration of my application for employment, I hereby release The Arc of Kona 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 Arc of Kona 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 drug test, and/or background checks at The Arc of Kona's expense and by a physician or company chosen by The Arc of Kona, 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, drug, and/or background examination at The Arc of Kona's expense and by a physician or company chosen by The Arc of Kona. I agree to provide The Arc of Kona with any authorization or release which may be required for a pre-employment medical examination, drug test, and/or background check.

**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