



## APPLICATION FOR EMPLOYMENT

*Poipu Ohana Management Inc. does not discriminate on the basis of any protected group under federal, state or local laws. No question on this application is intended to secure information to be used for such discrimination.*

***Lawai Beach Resort is a drug-free workplace. Post-offer, pre-employment drug testing and background check will be conducted. Contact Deborah Dama, Director of Human Resources: Phone 240-5315; FAX 240-5325; Email d.dama@lawaiibeach.org. Mahalo!***

### PERSONAL DATA

Last Name	First	M.I.	Email Address	
Mailing Address	City	State	Zip	Telephone Number

### EMPLOYMENT INFORMATION

**POSITION(S) APPLYING FOR** \_\_\_\_\_

Please Initial *I understand that an offer of employment and my continued employment with Poipu Ohana Management Inc. are contingent upon satisfactory proof of my authorization to work in the United States.*

Have you ever been employed by Poipu Management Ohana Inc. previously? ☐ Yes ☐ No

If so, specify location and dates: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

The following conditions may be required at some point in a job assignment. If required, would you be willing to work:

A. Shift work? ☐ Yes ☐ No      B. Rotational work schedule? ☐ Yes ☐ No

C. Any day of the week? ☐ Yes ☐ No      D. Overtime work? ☐ Yes ☐ No

Type of Employment Desired: ☐ Full-time ☐ Part-time ☐ Casual ☐ Temporary

When could you be available to begin work? \_\_\_\_\_

### EDUCATION AND TRAINING

Type of School	Name & Address of School	Graduated Yes No		Type of Degree	Major/Minor Field of Study
High School					
College/University					
Other Education					

**FOREIGN LANGUAGES** (list fluent only)

1. \_\_\_\_\_ ☐ Read ☐ Write ☐ Speak

2. \_\_\_\_\_ ☐ Read ☐ Write ☐ Speak

## SECURITY DATA

I understand that if I am applying for a position involving cash handling a credit check maybe required after a conditional offer of employment is made. **I understand that successful completion of a background check and drug test is required after a conditional offer of employment is made.** \_\_\_\_\_ **Please Initial**

## EMPLOYMENT EXPERIENCE

List your job history for the past 10 years (or last three employers). Start with your present status and note any periods in which you were not employed. Include U.S. military service, previous Resort experience, summer/part-time jobs, cooperative education assignments, and volunteer jobs.

Company Name and Address	Dates Employed Month/Year	Supervisor	Position Title and Duties	Reason for Leaving
Phone	From			
	To			
Phone	From			
	To			
Phone	From			
	To			
Phone	From			
	To			

May we contact your present and past employers to verify the above?

☐ Yes, you may contact any time. ☐ Yes, contact past employers but not current employer. ☐ No, do not contact any.

By signing below, you agree to the following:

- The information I have provided on this application is accurate to the best of my knowledge and subject to validation.
- I authorize the persons, schools, current employer (if approved above) and other organizations or employers named in this application to provide Poipu Ohana Management Inc. with any relevant information that may be required to arrive at an employment decision and waive any required written notification.
- I understand and agree that
  - Any material misrepresentation or deliberate omission of fact in my application may be justification for refusal of or termination of employment with Poipu Ohana Management Inc., regardless of the time elapsed before discovery.
  - Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, rotating work schedules, or varying work schedules. I understand and accept these as conditions of my continuing employment.
- I understand that an offer of employment is contingent upon successfully passing a background check and drug test.
- I hereby authorize without liability a credit report (if required for the position), background check and drug test.
- If hired, I agree that either Poipu Ohana Management Inc. or I have the right to terminate the “at-will” employment relationship with or without cause and with or without notice at any time; and that the employment relationship is not subject to the provisions of any external documents except as expressly provided by management in writing.
- This application expires one year after the date hereof.

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

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