



APPLICATION FOR EMPLOYMENT

Hawaii Transfer Co., Ltd.
94-1420 Moaniani Street
Waipahu, Hawaii 96797
Phone: 808.677.3111
Fax: 808.671.1585

Date of application: _____

Position applying for: _____

Salary/Wage desired: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
Rev. (08/01/05)

The following information is requested in order to help us make the best possible placement within Hawaii Transfer Co., Ltd. ("Company"). All portions of this application pertaining to you must be completed. We appreciate the time you spend completing this application. However, please be aware that the completion of this application in no way guarantees you a position with the Company. The Company, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, disability, arrest and court record, sexual orientation, or other grounds protected under state or federal law, except where a bona-fide occupational qualification exists. Applicants requiring accommodation in the interview process should contact Human Resources. This application for employment is valid for a (60) day period after submission to the Company and only for the position applied for.

Please print. All applicants must complete section I, II, III, IV, VII and any other applicable section. If additional space is required, attach sheet.

I. PERSONAL INFORMATION

A. _____
Name (Last) (First) (Middle)

B. _____
Address (Street) Telephone No.

C. _____
(City) (State) (Zip) Alternate Telephone No.

D. Social Security Number: _____ / _____ / _____

E. Can you, after employment, submit verification of your legal right to work in the United States?
 No Yes [Note: if offered employment, you will be required to submit documentation as required by the 1986 Immigration Reform and Control Act]

F. How were you referred to the Company? _____

G. Do you have any friends or relatives working for the Company?
 No Yes If yes, who? _____

H. Have you previously applied for a job with this Company?
 No Yes If yes, where and when? _____

I. Have you previously worked for this Company?
 No Yes If yes, when? _____

J. Are you presently employed? No Yes If yes, can we contact your current employer? No Yes

K. Hawaii's child labor laws require employees in the following positions to be 18 years old or older: warehousemen, helpers, and container unloaders. If you are applying for any of these positions, do you meet this minimum age requirement set by law?
 No Yes

L. We operate seven days a week. Apart from absences for religious observances, are you able to work on every day of the week?
 Yes No If not, please specify day(s) and/or times: _____

M. If hired, on what date can you begin work? _____

II. EDUCATION / TRAINING

	Elementary & Middle School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Year Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any honors and/or apprenticeships you have received																	
State any additional information you feel may be helpful to us in considering your application																	

III. EMPLOYMENT RECORD (List most recent employer first. If applying for a **driver position**, please list employment for at least the past **10 years** as required by Section 383.35© of the FMCSR. If additional space is required, attach sheet.)

Employer		Dates of Employment Month / Year		Job Duties	
Address		Start	End		
Telephone Number(s)		Hourly Rate/Salary			
		Starting	Final		
Job Title	Supervisor				
Reason For Leaving					

Employer		Dates of Employment Month / Year		Job Duties	
Address		Start	End		
Telephone Number(s)		Hourly Rate/Salary			
		Starting	Final		
Job Title	Supervisor				
Reason For Leaving					

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Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason For Leaving				

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience (e.g., equipment certifications, special licenses/certificates)

IV. REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

V. CLERICAL, SECRETARIAL AND MANAGERIAL APPLICANTS ONLY

Make a "✓" for knowledge.

- Calculating Machine
10-key touch ability
- Typing _____ W.P.M.
- Other: _____

Make an "x" for knowledge and actual experience.

- Switchboard
No. of lines: _____
- Computer
Type: _____
- Word Processing
- Spreadsheet
- Database

VI. PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY

List special training or noteworthy achievements.

VII. CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING

1. I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that any false or misleading statements or material omissions, whenever discovered, regarding this application are grounds for disqualification from further consideration or for dismissal from employment.
2. If employed by the Company, I agree to conform to the guidelines and policies of the Company, and understand that **MY EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE UNLESS OTHERWISE SPECIFIED BY THE CURRENT BARGAINING AGREEMENT IF APPLICABLE TO THE POSITION FOR WHICH I AM APPLYING.**
3. I understand and agree that only the President of the Company has any authority to enter into an agreement to employ me for any specified period of time or to modify terms and conditions of my employment.
4. I understand and agree that the Company may make a full and complete investigation of my personal or employment history, and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide the Company with any information (including fact or opinion) they may have regarding me. In consideration of the Company's review of this application, I release the Company and all providers of any information from any liability which may arise as a result of furnishing and receiving this information, with the exception of any liability arising from a violation of the Fair Credit Reporting Act ("FCRA"). I understand and agree that if offered employment by the Company, any such employment offer shall be dependent upon the receipt of satisfactory references as determined by the Company. If employed by the Company, I further authorize the Company to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against the Company for truthfully communicating any such information to a potential or future employer.
5. I understand and agree that I may be required to submit to drug testing and a complete post-offer medical examination as part of my application for employment. I also understand and agree that I may be required to submit to a complete medical examination during my employment with the Company, provided that such examination is job-related and consistent with business necessity. The cost of such examination will be paid by the Company. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician or collection site to disclose the results of the examination and the laboratory test to the Company in accordance with state and/or federal laws. The Company will keep such results confidential and disclose the results only to persons who need to know or where required by law. Also, I agree to fully cooperate and provide the Company with any additional consent(s) and/or release(s) as required by the Company to investigate my employment application.
6. The Company may inquire into and consider any criminal conviction record that you may have after it makes a conditional offer of employment to you. The Company may withdraw a conditional employment offer if you have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which you are applying. Any criminal conviction record that is more than 10 years old or that involves certain Family Court matters will not be considered.
7. I understand and agree that if offered employment by the Company, I may be required to disclose military service information in accordance with the law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record as determined by the Company.
8. Although the Company makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment.
9. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with the Company if I am employed by the Company.

Authorization / Signature of applicant: _____

Date: _____

NOTE: Driver or mechanic applicants must complete section VIII