



Maui Divers Jewelry

MAUI DIVERS of Hawaii, LTD.

APPLICATION FOR EMPLOYMENT

1451 S. King Street, Suite 210
Honolulu, HI 96814
Phone: (808) 943-8316 Fax: (808) 955-8268
www.mauivers.com

Tour	_____
Reid	_____
Refs	_____
Emp.	_____
CC:	_____
Int:	_____
Int:	_____
Int:	_____

INSTRUCTIONS: Please complete all portions of this employment application to be considered for employment at Maui Divers of Hawaii, LTD. ("Maui Divers"). If you require accommodation or assistance during the application process, please let us know. We are an equal opportunity employer. We do not discriminate on the basis of age, race, religion, color, national origin, ancestry, marital status, disability, sexual orientation, arrest and court record or any other protected category recognized by Hawaii and federal laws.

Position applying for: _____ Salary Expectation: _____

Have you ever worked for Maui Divers before? Yes No

If yes, where and when: _____

Do you know anyone presently working at our company? Yes No

If yes, who? _____

Referred by:

Maui Divers Employee: _____ Employment Agency Newspaper Ad

Walk-in Relative/Friend: _____ Other: _____

GENERAL INFORMATION *(Please print)*

Legal Name: _____

Last Name

First Name

Middle Name

Address: _____

and Street

Apt. #

City

Zip

Phone Number: _____ Mobile/Pager Number: _____

Email Address: _____

All offers of employment are conditioned upon your availability to provide evidence of your right to be legally employed.

Are you authorized to work in the United States? Yes No

AVAILABILITY

Are you willing to work overtime, if required? Yes No Can you travel if the job requires it? Yes No

Can you relocate if the job requires it? Yes No

Complete *only* if applying for a position that requires or involves shift work.

Are you willing to work nights? Yes No Are you willing to work a varied schedule? Yes No

EDUCATION

Type of School	Name of School	Did You Graduate	Degree Type/Subjects Studied
High School			
College			
Graduate School			
Other			

EMPLOYMENT HISTORY

List all jobs (full or part time and self employment). If there is any gap between employment of 1 month or more, please explain.

1

Date Started: _____ Date Left: _____ Type of Business: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Name of Last/Current Employer: _____ Business Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Starting Salary: _____ Final Salary: _____ Job Title: _____ Full time

Name of Supervisor: _____ Job Description: _____ Part time

Reasons for leaving. If you were terminated or asked to resign, please explain: _____

May we contact your supervisor? Yes No If no, why? _____

If there is a gap of one month or longer in between jobs you **must** list the reason for the gap here: _____

2

Date Started: _____ Date Left: _____ Type of Business: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Name of Last/Current Employer: _____ Business Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Starting Salary: _____ Final Salary: _____ Job Title: _____ Full time

Name of Supervisor: _____ Job Description: _____ Part time

Reasons for leaving. If you were terminated or asked to resign, please explain: _____

May we contact your supervisor? Yes No If no, why? _____

If there is a gap of one month or longer in between jobs you **must** list the reason for the gap here: _____

3

Date Started: _____ Date Left: _____ Type of Business: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Name of Last/Current Employer: _____ Business Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Starting Salary: _____ Final Salary: _____ Job Title: _____ Full time

Name of Supervisor: _____ Job Description: _____ Part time

Reasons for leaving. If you were terminated or asked to resign, please explain: _____

May we contact your supervisor? Yes No If no, why? _____

If there is a gap of one month or longer in between jobs you **must** list the reason for the gap here: _____

EMPLOYMENT HISTORY

List all jobs (full or part time and self employment). If there is any gap between employment of 1 month or more, please explain.

4

Date Started: _____ Date Left: _____ Type of Business: _____
 (mm/dd/yyyy) (mm/dd/yyyy)

Name of Last/Current Employer: _____ Business Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Starting Salary: _____ Final Salary: _____ Job Title: _____ Full time

Name of Supervisor: _____ Job Description: _____ Part time

Reasons for leaving. If you were terminated or asked to resign, please explain: _____

May we contact your supervisor? Yes No If no, why? _____

If there is a gap of one month or longer in between jobs you **must** list the reason for the gap here: _____

5

Date Started: _____ Date Left: _____ Type of Business: _____
 (mm/dd/yyyy) (mm/dd/yyyy)

Name of Last/Current Employer: _____ Business Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Starting Salary: _____ Final Salary: _____ Job Title: _____ Full time

Name of Supervisor: _____ Job Description: _____ Part time

Reasons for leaving. If you were terminated or asked to resign, please explain: _____

May we contact your supervisor? Yes No If no, why? _____

If there is a gap of one month or longer in between jobs you **must** list the reason for the gap here: _____

REFERENCES

List name and telephone number of three personal references who are NOT related to you

	<u>Name</u>	<u>Title</u>	<u>Years Known</u>	<u>Relationship to You</u>	<u>Phone No.</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____

JOB SKILLS AND QUALIFICATIONS

List skills and qualifications directly related to the position for which you are applying

List the business machines you can operate: _____

Typing WPM: _____ Ten Key (calculator) by: Touch _____ Sight _____

List software programs, PC and word processing equipment proficiency: _____

List skills other than clerical: _____

List the languages you can speak (conversational or fluent, read, or write): _____

1. I certify that the information contained in this application is correct and complete. I understand that any false or misleading statements or omissions made in this application or interview(s), whenever discovered are grounds for disqualification from further consideration or for dismissal from employment, regardless of how discovered.
2. I understand that Maui Divers will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers or oral interviews. I authorize any former employer, person, or other entity to provide the Company with any information (including fact or opinion) they may have regarding me. In consideration of the review of this application, I release Maui Divers and all providers of any information from any liability, which may arise as a result of furnishing and receiving this information. If employed by Maui Divers, 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.
3. 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, if applicable. I also understand and agree that I may be required to submit a complete medical examination during my employment with Maui Divers, provided that such examination is job-related and consistent with business necessity. I authorize the physician conducting the examination and any laboratory testing 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. Maui Divers 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.
4. I understand that **MY EMPLOYMENT WITH MAUI DIVERS IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE BY MYSELF OR BY THE COMPANY.** I understand and agree that only the President of the Company has any authority to enter into any agreement to employ me for any specified period of time or to modify terms and conditions of my employment. I agree that such an agreement must be in writing and signed by the President, and I will not rely upon any other representations regardless of the source. If requested by management at any time, I agree to submit to the search of my person or personal property located on Company premises, work sites, or facilities, including but not limited to, Company parking lots, lockers and desks, and I hereby waive all claims for damages on account of such examination. Refusal or delay is grounds for discharge from the Company.
5. I understand that management makes every effort to accommodate individual preferences, but business needs may at times make the following conditions mandatory; overtime, shift work, a rotating schedule, or a schedule other than Monday to Friday. I understand and accept these as conditions of my employment.
6. I understand and agree that if offered employment by Maui Divers, I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependant upon the receipt of a satisfactory military record as determined by the Company.
7. If hired, I agree not to disclose or use confidential information belonging to prior employers and that I will inform Maui Divers of any agreements that would limit my ability to work for the Company.
8. I understand that the Company may inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. The Company may withdraw a conditional employment offer if I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which I am applying. Any criminal conviction record that is more than 10 years old (excluding periods of incarceration) or that involves certain Family Court matters will not be considered. I further understand that if a period of incarceration was less than the sentence shown on my criminal conviction record, I will have the opportunity to provide the Company with documentary evidence of my early release.
9. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with Maui Divers if the Company employs me.

Authorization/Signature of Applicant: _____

Print Name: _____

Date: _____