



**Administrative / Staff  
EMPLOYMENT APPLICATION**  
BRIGHAM YOUNG UNIVERSITY  
*Hawaii*

DATE _____
JOB TITLE _____

Administrative    Staff    Approved Part-time    Temporary    On-call

NAME \_\_\_\_\_  
Last First Middle Initial

ADDRESS \_\_\_\_\_ DAY PHONE # \_\_\_\_\_  
Street and Number City State Zip Code

E-MAIL ADDRESS \_\_\_\_\_ EVENING PHONE # \_\_\_\_\_

If you are known by another name on previous work or school records, please indicate: \_\_\_\_\_ Check here if you are a **current full-time** BYUH employee

Do you have the legal right to work in the U.S.A.?  Yes  No   U.S. Citizen?  Yes  No   Alien Registration # \_\_\_\_\_

EDUCATION  HIGH SCHOOL COLLEGE / UNIVERSITY / SCHOOL	EDUCATIONAL FIELD	NAME OF DEGREE EARNED	ATTENDED			HOURS LEFT TO EARN DEGREE	OVERALL CUM GPA (A=4.0)
			FROM MO/YR	TO MO/YR	YEAR GRADU- ATED		
HIGH SCHOOL	SELECT HIGHEST YEAR COMPLETED						
CITY & STATE	1      2      3      4						
SCHOOL	MAJOR						
CITY & STATE	MINOR						
SCHOOL	MAJOR						
CITY & STATE	MINOR						
SCHOOL	MAJOR						
CITY & STATE	MINOR						
DID YOU GRADUATE FROM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	YEARS OF COLLEGE COMPLETED _____	AVERAGE HOURS WORKED PER WEEK DURING SCHOOL YEAR _____					
COLLEGE / SCHOOL GRADUATES MAY BE REQUIRED TO PROVIDE A COPY OF TRANSCRIPTS FOR SOME POSITIONS.							

List licenses, certificates, etc. \_\_\_\_\_

Secretarial positions require BYUH's Office Skills Evaluation.

OFFICE SKILLS EVALUATION																			
DATE _____				INITIALS _____				FOR OFFICE USE ONLY											
	GROSS	ERRORS	NET		GROSS	ERRORS	NET		GROSS	ERRORS	NET		GROSS	ERRORS	NET		GROSS	ERRORS	NET
TYPE 1				TYPE 2				SPELL				(OTHER)				(OTHER)			

**HUMAN RESOURCE SERVICES**  
 BYUH #1969 • 55-220 Kulanui Street • Laie, Hawaii 96762-1294  
 Phone: (808) 293-3713 • FAX: (808) 293-3657  
 Job Hotline: <http://www.byuh.edu/hrs>

**OFFICE SKILLS**

Office Skills Please select skill level (1=LOW, 5=HIGH)	Computer Skills Please select skill level (1=LOW, 5=HIGH)	Please list other computer skills:
Keyboard WPM _____	1 2 3 4 5 MS Access	1 2 3 4 5 _____
	1 2 3 4 5 Browser Skills	_____
Keyboard WPM _____	1 2 3 4 5 E-Mail	1 2 3 4 5 _____
	1 2 3 4 5 MS Word	_____
Keyboard WPM _____	1 2 3 4 5 MS Excel	1 2 3 4 5 _____
1 2 3 4 5 Copier/Fax	1 2 3 4 5 Network Management	_____
1 2 3 4 5 Accounts Payable	1 2 3 4 5 Power Point	1 2 3 4 5 _____
1 2 3 4 5 Accounts Receivable	1 2 3 4 5 Web Publishing	_____
1 2 3 4 5 Bookkeeping	1 2 3 4 5 Windows	1 2 3 4 5 _____
1 2 3 4 5 Budget	1 2 3 4 5	_____
1 2 3 4 5 Customer Service	1 2 3 4 5	1 2 3 4 5 _____
1 2 3 4 5 Dictation/Transcriptions	1 2 3 4 5	_____
1 2 3 4 5 Editing	1 2 3 4 5	1 2 3 4 5 _____
1 2 3 4 5 Medical Terminology	<input type="checkbox"/> Yes <input type="checkbox"/> No PC Compatible	_____
1 2 3 4 5 Writing	<input type="checkbox"/> Yes <input type="checkbox"/> No Macintosh	1 2 3 4 5 _____

**ADDITIONAL INFORMATION**

Yes  No Have you worked for BYUH before? From \_\_\_\_\_ to \_\_\_\_\_  Part-time  Full-time  
Month / Year Month / Year

Department \_\_\_\_\_ Position \_\_\_\_\_

Yes  No Have you been dismissed, asked to resign, or left by mutual agreement from any position? Please explain on separate page if needed.

Yes  No Do you have relatives either by blood or marriage working for BYUH? If yes, list below.

Name	Position	Department	Relationship

**RELIGIOUS AND CIVIC**

List voluntary, Church, civic and school activities: \_\_\_\_\_

List honors, awards, hobbies and other interests: \_\_\_\_\_

List religious affiliation: \_\_\_\_\_

LDS Mission?  Yes  No Mission \_\_\_\_\_ When \_\_\_\_\_

Do you live LDS Church Standards, support the LDS Church spiritually, intellectually, and financially?  Yes  No

I authorize my Bishop to confirm I am a member in good standing and that my conduct is consistent with qualifying for Temple privileges. Please initial.

All issues relating to employee compliance with the Employee Conduct Policy will be determined in its sole discretion by Brigham Young University Hawaii.

Current Bishop \_\_\_\_\_ Ward \_\_\_\_\_ Stake \_\_\_\_\_

Bishop's Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Address \_\_\_\_\_

**EMPLOYMENT HISTORY—List most recent first. Are you currently employed?**     Yes     No

Complete this section *even if résumé is attached.* (Applications with omissions may not be considered.)

<b>From</b>	<b>To</b>	Employer _____	Reason for seeking new employment:	
Mo/Yr	Mo/Yr	City & State _____		
		Type of Business _____ Phone _____		
<b>Hourly Rate/Salary</b>		Supervisor's Name & Position _____		
Starting	Final	Your Position _____		
		Duties:		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time			
				May we contact this employer?
				<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>From</b>	<b>To</b>	Employer _____	Reason for seeking new employment:	
Mo/Yr	Mo/Yr	City & State _____		
		Type of Business _____ Phone _____		
<b>Hourly Rate/Salary</b>		Supervisor's Name & Position _____		
Starting	Final	Your Position _____		
		Duties:		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time			
				May we contact this employer?
				<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>From</b>	<b>To</b>	Employer _____	Reason for seeking new employment:	
Mo/Yr	Mo/Yr	City & State _____		
		Type of Business _____ Phone _____		
<b>Hourly Rate/Salary</b>		Supervisor's Name & Position _____		
Starting	Final	Your Position _____		
		Duties:		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time			
				May we contact this employer?
				<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>From</b>	<b>To</b>	Employer _____	Reason for seeking new employment:	
Mo/Yr	Mo/Yr	City & State _____		
		Type of Business _____ Phone _____		
<b>Hourly Rate/Salary</b>		Supervisor's Name & Position _____		
Starting	Final	Your Position _____		
		Duties:		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time			
				May we contact this employer?
				<input type="checkbox"/> Yes <input type="checkbox"/> No

IF YOU HAVE HAD OTHER JOBS, PLEASE LIST ON ANOTHER SHEET.

For the time periods covered above, list periods of unemployment for 30 days or more.		
From	To	Reason Unemployed

**LANGUAGE SKILLS** (other than ENGLISH)

Languages	Understand			Speak			Read		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

**REFERENCES**

List persons who <b>know</b> your work professionally, <b>except</b> supervisors, and indicate their relationship to you and length of time known.				Years Known
Name	His/Her Position	Relationship to You	Area Code and Phone Number	
Organization	City		State	
Name	His/Her Position	Relationship to You	Area Code and Phone Number	
Organization	City		State	
Name	His/Her Position	Relationship to You	Area Code and Phone Number	
Organization	City		State	

**PLEASE READ THE FOLLOWING CAREFULLY**  
(includes authorization for release of confidential information)

I understand that Brigham Young University Hawaii requires certain information about me to evaluate my qualifications for employment and to conduct its business. I authorize the University to investigate my employment history and educational credentials. I agree to cooperate in such investigations and release from all liability those parties supplying information to the University.

I affirm that the information provided on this application (and accompanying résumé, if any) is true and complete to the best of my knowledge. I agree that all falsified information or omission of information may disqualify me from employment and may be considered justification for dismissal.

At Brigham Young University Hawaii the employment relationship exists at the will of either party, employer or employee, and may be terminated at any time with or without notice and for any cause whatsoever or no cause, other than for reasons prohibited by law. I understand that no employee or officer of Brigham Young University Hawaii, other than the President, can make a commitment to a person for administrative or staff employment for a specific period of time.

I understand it is a condition of employment that all employees observe the behavioral standards of the University, including the Honor Code Policy and Dress and Grooming Standards, and refrain from behavior or expression that seriously and adversely affects the Church.

I further understand that LDS employees accept as a condition of employment the standards of conduct consistent with qualifying for temple privileges.

I have read and I understand the above policies, available in the Human Resources Office.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

**BRIGHAM YOUNG UNIVERSITY HAWAII IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, DISABILITY OR VETERAN'S STATUS.**