CAREER OPPORTUNITY

State of Hawaii, Department of Human Services
1390 Miller Street Honolulu, Hawaii 96813

Opening Date:
July 18, 2019

03202-3:052919:13

Continuous Recruitment Until Needs Are Met

VOCATIONAL REHABILITATION SPECIALIST II, III
DHS RECRUITMENT NO. 19-03
(State Plan Counselor with American Sign Language)
Immediate Vacancy in Downtown, Oahu Employment Only

$3774.00 (SR18) per month
$4,079.00 - $4,968.00 (SR20, Step C to H) per month*

* Note: Hiring Rates will be based on availability of funds, the applicant's qualifications and other relevant factors

The recruitment for this position vacancy is being conducted as a multi-level recruitment. Applicants must specify, at the time of application, ***each level*** *for which they wish to be considered. Qualified applicants will be referred for consideration at the Vocational Rehabilitation Specialist II only if there are insufficient qualified applicants at the Vocational Rehabilitation Specialist III.*

JOB DUTIES: Provides vocational rehabilitation services to a caseload of individuals who are deaf, deaf-blind or hard of hearing, to assist them in preparing for, securing, retaining, or regaining gainful employment.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants for positions who perform, or are authorized to perform, direct counseling services as specified in the State Plan for Vocational Rehabilitation Services must the meet the following requirements:

Vocational Rehabilitation Specialist II:

Successful completion of half of the required coursework towards a Master's degree in rehabilitation counseling accredited by the Council of Accreditation of Counseling and Related Educational Programs (CACREP).

Note: The incumbent is expected to enroll into a CACREP accredited graduate program in rehabilitation counseling upon completion of their initial probationary period. The incumbent must graduate and receive their master's degree in rehabilitation counseling.

Vocational Rehabilitation Specialist III:

Applicants must possess current certification as a Certified Rehabilitation Counselor (CRC)

Applicants must submit a copy of their certification at the time of application.

Substitutions Allowed:

Applicants who possess advanced certificates or degrees (master's or doctorate) recognized by Commission of Rehabilitation Counselor Certification (CRCC) for certification as a CRC meet the requirements for VRS II.

Selective Certification Requirements:

American Sign Language: The applicant must also possess the ability to communicate effectively with deaf persons by use of American Sign Language (ASL). Such an ability may be demonstrated either by experience with hearing-impaired persons which demonstrated knowledge of and ability to communicate with deaf persons using ASL or by formal training in ASL communication.

Applicants must clearly indicate on their application their experience communicating, using ASL and/or formal training in ASL communication.

(Continued on Page 2)

HOW TO APPLY:

1. Applications are available at the Department of Human Services (DHS) - Personnel Office or at http://humanservices.hawaii.gov/employment-opportunities/.

2. Complete and return all forms to the Department of Human Services - Personnel Office, 1390 Miller Street, Room 202, Honolulu, Hawaii 96813. Your application may be rejected if the required documentation as identified below is not submitted at the time of application. A legible photocopy of your application with current information and an **original signature** will be accepted

REQUIRED FORMS/DOCUMENTATION:

You must submit the following forms/documentation together with your application or your application may be rejected:

1. Evidence of the appropriate training (e.g. transcripts or diploma) to be given credit for education. A photocopy will be accepted; however, DHS reserves the right to request for an official copy.

NOTIFICATION TO APPLICANTS:
The Department of Human Services will use electronic mail (email) or notify applicants in writing of important information relating to the status and processing of your application as a part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide is current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive or check your email-box in a timely manner.

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM
The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please click: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

TESTING INFORMATION:

The examination for this recruitment will be conducted on an unassembled basis, where the examination score is based on an evaluation and rating of your education and experience. It is, therefore, important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing is a requirement, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this required phase of the selection process.

Applicants are encouraged to submit their application as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours you worked per week.
NOTE: The Department of Human Services will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

(Continued on Page 3)

HOW TO FILE: Applications should be submitted in person or by mail to:

Department of Human Services
1390 Miller Street, Room 202
Honolulu, Hawaii 96813

Or by mail to:

Department of Human Services
P.O. Box 339
Honolulu, Hawaii 96809-0339

WHEN TO FILE: File applications immediately. Mailed applications and supplemental materials should be postmarked by midnight of the last day to file applications. For positions indicating *Continuous Recruitment Until Needs Are Met*, the last day to file applications will be posted in the Personnel Office at the address listed above.

IMPORTANT INFORMATION FOR STATE OF HAWAII CIVIL SERVICE EMPLOYMENT

State of Hawaii Department of Human Services
Personnel Office – 1390 Miller Street, Room 202 – Honolulu, HI 96813

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by Federal and/or State laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest or court record, citizenship, genetic information or any other protected characteristics. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

MERIT CIVIL SERVICE SYSTEM: The employment of persons in the civil service, as defined by State law, is governed by the merit principle. Applicants must meet the minimum qualification requirements of the position being sought, including all education, experience, licensure, certification, security clearances, and other public employment requirements for State Civil Service employment. It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements and qualify on appropriate employment related tests to be eligible for employment consideration.

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

HAWAII STATE RESIDENCY REQUIREMENT: Effective July 1, 2007, persons who are non-residents of the State of Hawaii will have thirty (30) days from the date they begin their State employment to become Hawaii residents. While an employee of the State of Hawaii, they must maintain their Hawaii residency.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

REASONABLE ACCOMMODATION: Applicants with special needs should contact our Civil Rights Compliance Officer during business hours at (808) 586-4955 at the time of application.

LANGUAGE ACCESS ASSISTANCE: All of our written and oral material will be provided to you in English. If you need assistance, please contact our department's Civil Rights Compliance Officer by telephone at (808) 586-4955 during normal business hours or write to the Civil Rights Compliance Officer, Department of Human Services, 1390 Miller Street, Room 202, Honolulu, HI 96813.

VETERANS PREFERENCE POINTS: (Open Competitive Recruitments Only). To receive 5 Veterans Preference Points, an applicant must submit a copy of the DD214 (Member 4) verifying dates of honorable service. To receive 10 Veterans Preference Points, submit a copy of an official statement/letter from the U.S. Department of Veteran Affairs or armed service dated within the past 12 months which confirms your qualification to receive 10 points preference.

CRIMINAL HISTORY RECORD CHECK: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

(Continued on page 2)

DEPARTMENT OF HUMAN SERVICE'S LEVELS OF REVIEW: Applicants will be notified of their status in writing. Applicants who do not agree with a decision or action taken by the Department of Human Services shall have two successive levels of review. Each review must be concluded before an applicant may request the next higher review. Note that each review is addressed to a specific office.

1. INTERNAL COMPLAINT. This is the first level of review. An applicant who does not agree with an action taken on your application, may file an Internal Complaint with the Department of Human Services. This must be done by submitting the Department of Human Services Internal Complaint Form, DHS9005 to the Department of Human Services, Personnel Office within (7) working days after the date of the notice. A review will not be conducted if you do not file your complaint within the seven (7) working day limit.

2. APPEAL TO THE MERIT APPEALS BOARD. An appeal to the Merit Appeals Board is the second level of review. An applicant who does not agree with an action resulting from the Internal Complaint with the Department of Human Services may then file an appeal to the Merit Appeals Board. Further information and details regarding procedures, required forms, and the mailing address to file an appeal are available at http://hawaii.gov/hrd/main/ecd/mab. If the applicant does not agree with the internal complaint decision rendered by the Department of Human Services, it may be appealed in writing to the State Merit Appeals Board within twenty (20) days from the date of the action on the internal complaint. An internal complaint must have been completed by the Department of Human Services before an appeal may be requested.

If you have questions, please contact our office during business hours at (808) 586-4969 for further information.

STATE OF HAWAI'I
Department of Human Resources Development – State Recruiting Office
235 South Beretania Street, Room 1100, Honolulu, Hawai'i 96813-2437

APPLICANT DATA SURVEY

NAME		DATE	

Please complete one Applicant Data Survey form for each job you apply for. If applying for more than one level of work appearing in the same State of Hawai'i Career Opportunity announcement, complete an additional line for each additional level of work.

JOB(S) APPLYING FOR	TITLE	RECRUITMENT NUMBER

APPLICANT DATA SURVEY (Optional)

The State of Hawai'i invites employees and applicants to voluntarily self-identify their age, sex, race or ethnicity, and language skills. Submission of this information is **VOLUNTARY** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept **CONFIDENTIAL** and may only be used in accordance with provisions of applicable laws, executive orders, and regulations.

AGE ☐ Under 20 ☐ 20 - 24 ☐ 25 - 29 ☐ 30- 39 ☐ 40 - 49 ☐ 50 and over

GENDER ☐ Male
☐ Female

ETHNICITY (Check the box below if you are of Hispanic Origin)

☐ Hispanic or Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

RACE (Select one or more racial categories below to describe yourself)

☐ **White:** All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa. (e.g., persons who identify as Portuguese, German, Lebanese, Arab, or Egyptian).

☐ **Black or African American:** All persons having origins in any of the Black racial groups of Africa.

☐ **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition.

Native Hawaiian and Pacific Islander: All persons having origins in any of the original peoples of Hawai'i, Guam, Samoa, or other Pacific Islands - Native Hawaiian, Guamanian or Chamorro, Samoan, etc.

☐ **Native Hawaiian** ☐ **Part Native Hawaiian** ☐ **Tongan** ☐ **Samoan** ☐ **Guamanian or Chamorro**

☐ **Other Pacific Islander** _____

For Example: Belauan, Chuukese, Cook Islands, Fijian, Kosraean, Maori, Marshallese, Papua New Guinea, Pohnpeian, Rapa Nui, Solomon Islands, Tahitian, Vanuatu, Yapese, etc.

Asian: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Sub-continent: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ **Chinese** ☐ **Japanese** ☐ **Korean** ☐ **Filipino** ☐ **Vietnamese**

☐ **Other Asian** _____

For Example: Bangladesh, Bhutan, Cambodia, India, Indonesia, Laos, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Singapore, Sri Lanka, Taiwan, Thailand, Yemen, etc.

Note: Race/ethnic designations as used by the U.S. Equal Employment Opportunity Commission (EEOC) do not denote scientific definitions of anthropological origins.

STATE OF HAWAI'I
Department of Human Resources Development – State Recruiting Office
235 South Beretania Street, Room 1100, Honolulu, Hawai'i 96813-2437

APPLICANT DATA SURVEY

FOREIGN (NON-ENGLISH) SPOKEN (OR SIGN) LANGUAGE SKILLS (Select from the languages/dialects listed below)				
☐ Not Applicable	☐ Afrikaans	☐ Amharic	☐ Arabic	☐ American Sign Language
☐ Bahasa (Indonesian)	☐ Bengali	☐ Burmese	☐ Cantonese (Chinese)	
☐ Chamorro	☐ Chuukese	☐ Mandarin (Chinese)	☐ Croatian	
☐ Shanghai (Chinese)	☐ Taiwanese (Chinese)		☐ Teochew/Chaozhou (Chinese)	
☐ Czech	☐ Danish	☐ Dutch	☐ Farsi (Persian)	☐ Flemish
☐ French	☐ Finish	☐ German	☐ Greek	☐ Hawaiian
☐ Haitian Creole	☐ Hebrew	☐ Hungarian	☐ Kannada (India)	☐ Konkani (India)
☐ Hindi (India)	☐ Punjabi(India)	☐ Italian	☐ Japanese	☐ Khmer (Cambodian)
☐ Kiswahili	☐ Korean	☐ Kosraean	☐ Latvian	☐ Lithuanian
☐ Laotian	☐ Latin	☐ Malay	☐ Marshallese	☐ Mongolian
☐ Myanmar	☐ Norwegian	☐ Okinawan	☐ Cebuano Visayan (Philippines)	
☐ Ilokano (Philippines)	☐ Ilonggo Visayan (Philippines)		☐ Polish	☐ Portuguese
☐ Pohnpeian	☐ Rumanian	☐ Russian	☐ Samoan	☐ Swahili
☐ Spanish	☐ Serbo-Croatian		☐ Swedish	☐ Tagalog (Philippines)
☐ Telugu	☐ Thai	☐ Tamil (India)	☐ Tamil (Ceylon)	☐ Tongan
☐ Turkish	☐ Twi (Ghana)	☐ Ukrainian	☐ Urdu (Pakistan)	☐ Vietnamese
☐ Welsh	☐ Wolof	☐ Yapese	☐ Other - Pls. specify: _____	

Please select one (1) of the following on your fluency in the language/dialect as referenced above.	☐ Native or Native-like	☐ Conversational	☐ Simple phrases	☐ Not applicable
Rate your ability to SPEAK the language / dialect as referenced above.	☐ High	☐ Moderate	☐ Low	☐ Not applicable
Rate your ability to READ the language / dialect as referenced above.	☐ High	☐ Moderate	☐ Low	☐ Not applicable
Rate your ability to WRITE the language / dialect as referenced above.	☐ High	☐ Moderate	☐ Low	☐ Not applicable
If needed, are you comfortable in assisting or interpreting for limited English clients/customers who speak your language?		☐ Yes	☐ No	☐ Not applicable

An Equal Opportunity Employer

STATE OF HAWAI'I
APPLICATION FOR CIVIL SERVICE POSITIONS

DEPARTMENT OF HUMAN SERVICES
Personnel Office / RES
P.O. Box 339, Honolulu, Hawaii 96809-0339

GENERAL INSTRUCTIONS: Please type or print legibly in blue or black ink.
The information you provide will be used to determine whether you qualify for the job(s), for which you are applying.

- Your entire application and attachments (if any) must be received only at the Personnel Office above.
- Before applying, read the position requirements described in the **Announcement** carefully to determine if you qualify for the position.
- Any additional required forms described in the **Announcement** can be obtained from this office.
- Answer the questions completely and accurately. Your application may be rejected if it is incomplete or you may be disqualified or dismissed from employment if you provide false information.
- You must notify this office in writing of any changes to your name, addresses, telephone numbers or availability information.
- We will not be responsible for any mail or correspondence which does not reach you.
- Your application and supporting documents are confidential and become our property. Please keep copies for your own record.
- The information you submit on this form may be verified.
- The information on pages 1 and 2 will not be released to persons involved in the appointment process.

The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

1. WORK AUTHORIZATION

A. Are you legally authorized to work in the United States? Yes ☐ No ☐

B. Will you now or in the future require sponsorship by the State of Hawaii for employment visa status (e.g. H-1B visa status)? Yes ☐ No ☐

2. UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE

Note: Veteran's Preference is only applicable for open-competitive recruitments.

If you are claiming Veteran's Preference, please scan and attach a copy of your DD-214 form and/or official statement from the Veterans Administration or armed forces to your application.

☐ None

☐ I am claiming 5 Veteran's Preference points and will submit a copy of my DD-214.

☐ I am claiming 10 Veteran's Preference points and will submit a copy of my DD-214 and/or official statement from the Veterans Administration (VA), as applicable.

If you are claiming U.S. Military Service, please complete the following:

A. Date Entered Service: _____

B. Date Separated From Service: _____

3. _____
POSITION TITLE APPLYING FOR

4. _____
RECRUITMENT NUMBER

5. NAME: _____
Last First Middle

6. OTHER NAMES USED OR FORMER LAST NAME: _____

7. MAILING ADDRESS: _____
P.O. Box or Number and Street

_____
City State Zip Code

8. PHONE NUMBER: _____
Home Other

9. CERTIFICATE OF APPLICANT

I hereby certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the State of Hawai'i. I have read the terms or conditions stated on this application and understand that there may be additional employment-related tests as required.

_____ _____
Date Original Signature of Applicant

STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

The information on pages 1 and 2 will not be released to persons involved in the appointment process.

Information requested in items 10 through 19 is needed to make determinations on your suitability for employment. Dismissals from employment or dishonorable separations from military service do not automatically disqualify you from employment. The circumstances of each individual case will be evaluated against the requirements of the position for which you have applied, to determine suitability for employment.

10. DISMISSALS FROM EMPLOYMENT AND/OR DISHONORABLE SEPARATIONS FROM MILITARY SERVICE
Within the past five years, were you:

A) Fired, terminated for cause, dismissed, discharged or asked to resign from employment? ..... ☐YES..... ☐NO

B) Separated from military service under conditions other than honorable? ..... ☐YES..... ☐NO

(If you answer "Yes" to question 10A or 10B, please explain in detail in item #11 below, the dates and reasons for your dismissal from employment or separation from military service. For dismissals from employment, provide also the name and address of the employer.)

11. _____

_____

_____

12. WITHIN THE PAST THREE (3) YEARS, HAVE YOU BEEN CONVICTED OF ANY OFFENSE RELATED TO CONTROLLED SUBSTANCES? ..... ☐YES..... ☐NO

(If you answer "Yes" to the above question, please explain in detail in item #13 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

13. _____

_____

_____

14. HAVE YOU EVER BEEN CONVICTED OF ANY ACT, ATTEMPT OR CONSPIRACY TO OVERTHROW THE STATE OR FEDERAL GOVERNMENT BY FORCE OR VIOLENCE? ..... ☐YES..... ☐NO

(If you answer "Yes" to the above question, please explain in detail in item #15 below, the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.)

15. _____

_____

_____

16. SUSPENSION OR REVOCATION OF LICENSE

Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked? ..... ☐YES..... ☐NO

(If you answer "Yes," please explain in detail in item #17 below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension or revocation; and any other relevant information you wish to provide.)

17. _____

_____

_____

18. SETTLEMENTS OR AGREEMENTS

Have you accepted a settlement, a cash buyout such as through the State's Separation Incentive Program or are you subject to any restriction limiting or precluding you from seeking or securing employment with the State of Hawai'i? ..... ☐YES..... ☐NO

(If you answer "Yes," to question 18, please explain in detail in item #19 below, the reason and date of your settlement or restriction from applying with the State of Hawai'i.)

19. _____

_____

_____

STATE OF HAWAI'I DEPARTMENT OF HUMAN SERVICES
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

1. POSITION TITLE APPLYING FOR: _____

2. RECRUITMENT NUMBER APPLYING FOR: _____

The information you provide will be used to determine whether you meet the minimum qualification requirements in the Class Specifications. As required by federal and/or state laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawai'i is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

3. NAME: _____
Last First Middle

4. OTHER NAMES USED OR FORMER LAST NAME: _____

5. E-MAIL ADDRESS: _____

6. MAILING ADDRESS: _____
P.O. Box or Number and Street

_____
City State Zip Code

7. PHONE NO.: _____
Home Other

DO NOT WRITE IN THIS SPACE

8. EDUCATION HISTORY: When verification is required, the documentation must be submitted at the time of the application. If not, you may not receive credit for the training and/or your application may be considered incomplete and rejected. The information you provide in this section will be used strictly in the evaluation of your qualifications for the position(s) for which you are applying. The information you submit on this form may be verified.

A. NAME AND LOCATION (city and state) of last grade school attended: (elementary, intermediate or high school)
(School name/type) (City/State/Country)

Did you graduate? ☐ Yes ☐ No **If no, what grade level did you complete?** _____

Did you receive a GED? ☐ Yes ☐ No

B. TRAINING: In-service training, business, trade, armed forces, college or university, graduate of professional schools.

NAME & ADDRESS	Course or Major Field of Study	Number of Credits or Hours Completed		Kind of Degree, Diploma or Certificate Received
		Semester	Quarter	

9. LICENSES, CERTIFICATES, OTHER QUALIFICATIONS

A. DRIVER'S LICENSE: ☐ Yes, I have a valid driver's license or I am able to obtain a valid driver's license by the time of appointment.

☐ No, I do not have a driver's license and/or I am not interested in being considered for positions which require a driver's license.

B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, registration number, and the State or other licensing authority. *If proof of evidence is required, please submit a photocopy or present for verification.*

_____

C. KNOWLEDGE OF LANGUAGE OTHER THAN ENGLISH: List the language and check the appropriate block(s). Some positions require the ability to speak, read, and/or write in a language other than English.

LANGUAGE	SPEAK	READ	WRITE

D. SPECIAL QUALIFICATIONS: Include membership in professional or scientific societies, honors, awards, fellowships, publications (list but do not submit unless requested), etc.

_____

STATE OF HAWAI'I DEPARTMENT OF HUMAN SERVICES
Application For Civil Service Positions
EDUCATION AND EMPLOYMENT HISTORY

10. EXPERIENCE: Please type or print legibly in blue or black ink. Begin with your present or last employment/training and work backwards. Describe all employment/training, including military service and volunteer work. Use separate blocks if your duties and responsibilities changed while working for the same employer. To receive full credit for your experience, describe in detail the tasks you were assigned. If you supervised others, explain your duties as a supervisor and indicate the number and job duties of employees you supervised. If more space is needed provide the information on a blank sheet titled "Experience" and attach it to this form. Information you submit on this form may be verified.
Please complete this section even if you are attaching a resume or other documents.

Your Present or Last Position

Employer _____
Address _____
_____
Supervisor's Name and Title _____
Company Phone Number _____
Company URL Internet Address _____
Your Position Title and Duties _____
_____
_____
_____
_____
Do you supervise? ☐ Yes ☐ No *If yes,* how many employees? _____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Reason(s) for leaving _____
_____
_____
_____
_____
May we contact this employer? ☐ Yes ☐ No

Employer _____
Address _____
_____
Supervisor's Name and Title _____
Company Phone Number _____
Company URL Internet Address _____
Your Position Title and Duties _____
_____
_____
_____
_____
Did you supervise? ☐ Yes ☐ No *If yes,* how many employees? _____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Reason(s) for leaving _____
_____
_____
_____
_____
May we contact this employer? ☐ Yes ☐ No

Employer _____
Address _____
_____
Supervisor's Name and Title _____
Company Phone Number _____
Company URL Internet Address _____
Your Position Title and Duties _____
_____
_____
_____
_____
Did you supervise? ☐ Yes ☐ No *If yes,* how many employees? _____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Reason(s) for leaving _____
_____
_____
_____
_____
May we contact this employer? ☐ Yes ☐ No

Employer _____
Address _____
_____
Supervisor's Name and Title _____
Company Phone Number _____
Company URL Internet Address _____
Your Position Title and Duties _____
_____
_____
_____
Did you supervise? ☐ Yes ☐ No *If yes,* how many employees? _____

From: _____ (Month / Year)
To: _____ (Month / Year)
☐ Full Time ☐ Part Time ☐ Volunteer
Average hours worked per week _____
Reason(s) for leaving _____
_____
_____
_____
May we contact this employer? ☐ Yes ☐ No

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
1390 Miller Street, #202
Honolulu, Hawaii 96813

SUPPLEMENTAL FORM for
VOCATIONAL REHABILITATION SPECIALIST III/II
with **American Sign Language (ASL)**
DHS 19-03

Are you able to communicate fluently using American Sign Language at the conversational level?

Yes _____ No _____

I acquired the above skills through:

_____ attendance at _____
school

_____ employment with _____
employer

_____ training _____
program

Print Name: _____

Signature: _____

Date: _____

TYPE OR PRINT LEGIBLY IN INK

State of Hawaii
Department of Human Services

Employment Availability Information Form

TITLE OF JOB APPLYING FOR: _____

NAME: _____

ADDRESS: _____ *CITY:* _____

ISLAND: _____ *ZIP CODE:* _____

PHONE: BUSINESS: ( ) _____ *HOME:* ( ) _____

DO NOT WRITE IN THIS BOX

Grade: _____

Exam No.: _____

List Est.: _____

Ext.: _____

DL: ☐Yes ☐No

Remarks:

Geographical Availability Please check (✓) all the locations for which you are willing to accept employment.
Note: You must be available to work in any or all areas within the geographic area(s) that you have selected.

■ **OAHU**
- ☐ **Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
- ☐ **Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)
- ☐ **Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)
- ☐ **Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
- ☐ **Manoa to Kahala** (Includes McCully, Moiliili, Waikiki, Kapahulu, Kaimuki, Waialae, Palolo)
- ☐ **Aina Haina to Hawaii Kai**
- ☐ **Waimanalo / Kailua**
- ☐ **Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waiakane)
- ☐ **Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kuilima)
- ☐ **North Shore** (Includes Waimea, Haleiwa, Waialua)
- ☐ **Wahiawa / Kunia / Mililani**
- ☐ **Waianae Coast** (Includes Nanakuli, Maili, Waianae, Makaha)

■ **HAWAII**
- ☐ **Hilo** (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
- ☐ **Honokaa / Hamakua** (Includes Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
- ☐ **Kamuela / Kohala / Waikoloa** (Includes Halaula, Kapaau, Hawi, Kawaihae)
- ☐ **Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
- ☐ **Ka'u** (Includes Ocean View, Naalehu, Pahala)
- ☐ **Puna** (Includes Hawaii Volcanoes National Park, Volcano, Mountain View, Kurtistown, Keaau, Pahoa, Kapoho)

■ **MAUI**
- ☐ **Wailuku / Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)
- ☐ **Lahaina**
- ☐ **Maalaea / Kihei / Wailea**
- ☐ **Hana**
- ☐ **Makawao** (Includes Pukalani, Haliimaile, Haiku, Paia)
- ☐ **Kula**

■ **KAUAI**
- ☐ **Lihue** (Includes Hanamaulu)
- ☐ **Kapaa** (Includes Wailua, Kealia, Anahola)
- ☐ **Hanalei** (Includes Kilauea, Princeville, Haena)
- ☐ **Waimea** (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Eleele, Port Allen, Kalaheo)
- ☐ **Koloa** (Includes Lawai, Omao)

■ **LANAI**
- ☐ **Lanai City**

■ **MOLOKAI**
- ☐ **Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)
- ☐ **Kalaupapa**

Employment Availability: Please check (✓) the following conditions of employment for which you are interested and available. If you are appointed to a temporary position and have also indicated interest in permanent employment, we will continue to refer you to permanent positions provided you are active on the register and within referral range for the position.
Blank responses will be taken to mean that you are not available.

1. Permanent jobs ☐Full-time ☐Part-time
2. Temporary jobs of 2 to 5 months ☐Full-time ☐Part-time
3. Temporary jobs of 6 to 12 months ☐Full-time ☐Part-time
4. Temporary jobs of more than 12 months ☐Full-time ☐Part-time
5. A job at a lower rate of pay ☐Yes ☐No
6. I am available for immediate employment referral (or after 2-3 weeks notice). ☐Yes ☐No
   Note: If you check **No*, you must notify us in writing when you are available for employment referral no sooner than four weeks before you become available.*