Department of Health Employment Opportunity



Rev. 11/13/24

Human Resources Office - Recruitment & Examination + 1250 Punchbowl Street, Room 122 + Honolulu, Hawaii 96813

OPENING DATE: November 13, 2024

LAST DAY TO FILE APPLICATIONS: November 23, 2024

Public Health Program Manager Recruitment No. 24X014 Position No. 30269 Waipahu - Aiea, Oahu

\$9,142 - \$14,625 per month (EM05)

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

- Please be advised that the hiring process for this position is part of the Department of Health's Hiring Innovation for Rapid Employment (HIRE) Pilot Project. The Pilot Project will defer the traditional screening of applications for <u>minimum qualifications</u> until after a selection has been made. Therefore, the referral of an application to the hiring manager and the opportunity to interview for the position do not indicate that the applicant meets the minimum qualifications for the position, nor do they guarantee employment. If selected for the role, a comprehensive review of the application packet will occur to ensure that the minimum qualifications are met. If the selectee is deemed qualified, a conditional offer will be issued.
- **JOB DUTIES:** This position is responsible for the overall administration and operation of the Case Management Branch which includes evaluating, administering, and supervising the operation of the programs, services, and initiatives.
- MINIMUM QUALIFICATION REQUIREMENTS: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.
- Basic Education Requirement: Graduation from an accredited four (4) year college or university with a Bachelor's degree. Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; rad and interpret complex written material; and solve complex problems logically and systematically.

2. Experience Requirement: Applicants must have had three and on-half years (3-1/2) of Specialized Experience described as progressively responsible professional experience in social work, public health, or other related field which provided knowledge of public health laws, rules and regulations, public health programs and services; community health organizations and the services and/or programs they offer to the community; and an awareness of current public health problems and related social and economic conditions and concerns.

Applicants must have had two years (2) of Supervisory Experience described as work experience which involved supervising a professional staff. The experience must have demonstrated an applicant's ability to: 1) plan, organize, schedule and direct the work of others; 2) assign and review the work of others; 3) advise subordinates on difficult work problems; 4) train and develop subordinates; and 5) evaluate their work performance.

In addition, Managerial aptitude rather than actual managerial experience may be accepted. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, supervising and coordinating a group of activities in order to attain program objectives; interest in management demonstrated by the performance of work assignments in a manner which indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned to work assignments; management observation and evaluation of the applicants leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

3. License: Valid driver's license preferred. Please attach a copy to your application. This position must be licensed in accordance with Hawaii Revised Statutes as applicable to the discipline of the incumbent.

4. Substitution of Education for Experience:

1. Possession of a master's degree in public health administration, or other related field, from an accredited college or university, which provided the applicant with the knowledge's mentioned above, may be substituted for one year of the Specialize Experience.

2. Possession of a Ph.D. degree in public health administration, or other related field, from an accredited college or university, which provided the applicant with the knowledge's mentioned above, may be substituted for two years of the Specialized Experience.

HOW TO FILE:

Submit applications and all required documentation in person or by postal mail to:

Department of Health

Human Resources Office - Recruitment & Examination

1250 Punchbowl Street, Room 122 Honolulu, Hawaii 96813

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For continuous recruitments, the last day to file applications will be posted in our office.

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation **together with your application** or your application may be rejected:

- Evidence of the appropriate training (official transcript or diploma to verify coursework or major) to be given credit for education. A
 legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your
 transcript.
- 2. Copy of any license or registration required to qualify you for the position.
- 3. Education obtained outside the United States must be comparable to education earned at a regionally accredited school in the United States.

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 your average number of hours worked per week.

We 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.

MERIT CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements of the position being sought, including all education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's notice of examination results.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a noncitizen with unrestricted employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE 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.

VETERANS' PREFERENCE: If you are claiming 5 Veterans' Preference Points, submit a copy of the DD214 (Member 4) verifying dates of honorable service. If you are claiming 10 Points, submit a copy of an official statement/letter from the Department of Veterans Affairs or armed services dated within the past 12 months which confirms your qualification to receive 10 points preference.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT: Offers of employment are conditional upon the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

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

EXAMINATION: 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. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4514 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

<u>Administrative Review</u>: If you do not agree with the action taken on your application, you must first request an administrative review with the Department of Health. Requests must be made, in writing, to the Department of Health at the address listed above, and received or postmarked within 7 working days following the date of our notice. Requests must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. If you do not submit your request within the seven-day limit, no administrative review will be conducted.

<u>Appeal:</u> If you do not agree with the action resulting from the administrative review, you may appeal to the Merit Appeals Board within 20 days following the date of our notice. Further information on filing an appeal is available at http://hawaii.gov/hrd/main/ecd/mab.

An administrative review, or in some cases an internal complaint, must have been completed before an appeal may be requested. (If an internal complaint is required prior to an appeal, you will be notified following completion of the administrative review.)

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

EMPLOYMENT INTERVIEW: Please take a copy of your State application and/or resume to employment interviews. We suggest you make copy of your application before turning in the original.

STATE OF HAWAI'I APPLICATION FOR CIVIL SERVICE POSITIONS

DEPARTMENT OF HEALTH

Human Resources Office – Recruitment & Examination 1250 Punchbowl Street, Room 122, Honolulu, Hawaii 96813

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.

7 1

1.	WORK AUTHORIZATIONPlease answer both A and B below:A. Are you legally authorized to work in the United States? Yes No	3		ON TITLE AP	
	 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 	5. NAME: 6. OTHER NAMES USED OR FORMER LAST NAME:	Last	First	Middle
2.	UNITED STATES MILITARY SERVICE/ VETERAN'S PREFERENCE	7. MAILING ADDRESS:	P.O. Box	or Numbe	r and Street
	 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:	true and cor and underst herein may o in the servic or condition	CATE OF tify that all rect to the and that an cause forfeit e of the Stat s stated on t	l statements i best of my kn ny misstateme ture of all righ te of Hawai'i. this applicatio	Zip Code Other T T n this application are nowledge, and I agree ents of material facts ats to any employment I have read the terms on and understand that nent-related tests as
	B. Date Separated From Service:	Date		Original Sign	ature 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: (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? (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? (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? (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 HEALTH Application For Civil Service Positions EDUCATION AND EMPLOYMENT HISTORY

EDUCATION AND EN	PLO	TMENI HIS	TORT			
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.	USED 5. 1 AD 6. M AD	ME:Last FHER NAMES OR FORMER LAST NAME: E-MAIL DRESS: AILING DRESS: P.O. E City DNE NO.:		First Number State	Middle mand Street Zip Code Other	
8. EDUCATION HISTORY: When verification is required, the documentation m for the training and/or your application may be considered incomplete and rejected. Th your qualifications for the position(s) for which you are applying. A. NAME AND LOCATION (city and state) of last grade school attended: (ele	informa The i	tion you provide in this nformation you su	s section wi abmit on	ll be used str	rictly in the evaluation of	DO W IN SP
(School name/type) Did you graduate? Yes No If no, what grade level did you comple Did you receive a GED? Yes No		(City/State/Country)				-
B. TRAINING: In-service training, business, trade, armed forces, college or univer-	sity, grac	luate of professional se		of Credits	Kind of Degree,	-
NAME & ADDRESS		Field of Study		Completed Quarter	Diploma or Certificate Received	
						-
 LICENSES, CERTIFICATES, OTHER QUALIFICATIONS A. DRIVER'S LICENSE: Yes, I have a valid driver's license or I am able No, I do not have a driver's license and/or I ar a driver's license. B. OTHER LICENSES OR CERTIFICATES: Please indicate the kind, regis evidence is required, please submit a photocopy or present for verification. 	not int	erested in being consi	idered for p	positions w	hich require	
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	or so		ors, awards		bership in professional ss, publications (list but	

STATE OF HAWAI'I DEPARTMENT OF HEALTH 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 Reason(s) for leaving May we contact this employer? Yes
A S C C	mployer	Average hours worked per week
E A S C C	id you supervise? Yes No If yes, how many employees? mployer ddress upervisor's Name and Title ompany Phone Number ompany URL Internet Address our Position Title and Duties	Average hours worked per week
En A Su C	id you supervise? Yes No <i>If yes</i> , how many employees? mployer ddress upervisor's Name and Title ompany Phone Number ompany URL Internet Address our Position Title and Duties	
 	id you supervise? Yes No <i>If yes,</i> how many employees?	May we contact this employer? Yes No

Name_____ Vacancy Number 24X014 Position Number 30269 Page 1 of 3

PUBLIC HEALTH PROGRAM MANAGER (EM-05) - Supplemental Questionnaire

* 1. REQUIRED SUPPLEMENTAL QUESTIONS. The information provided on this supplemental questionnaire form will be used in combination with your application to determine whether you meet the qualification requirements. Failure to provide detailed and complete information may result in your application being rejected. PLEASE DO NOT SUBMIT A RESUME IN PLACE OF COMPLETING THIS SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL NOT BE ACCEPTED. In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript. Any information you submit may be verified. Supporting documents must be submitted at the time of the filing of your application.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification on agency letterhead. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number. To receive credit for temporary assignment, you must submit your **approved** Form 10 (**approved** by your supervisor and the Human Resources Officer) to our office at the filing of your application.

When applying for this position, I understand that I must thoroughly complete the "Education" and "Work Experience" sections on my application and the "Supplemental Questionnaire." This includes a detailed description of each position that I feel qualifies me for this job with the State of Hawaii. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or supplement questionnaire; however, I may attach it to the application to provide additional information.

I acknowledge I have read the above statement.

Signature

Date

Do you possess:

* 2. EDUCATION REQUIREMENT

A. a Bachelor's degree from an accredited university or 4-year college; or

B. a combination of education and experience that would be equivalent to completion of an accredited Bachelor's degree?

If you wish to receive credit for your college or university education, you **MUST** submit a copy of your OFFICIAL transcripts, identified by job title and IVA number, as verification at the filing of your application.

If you are using excess work experience to fulfill the Education Requirement, be sure to fully address this work experience in the experience portion of your application.

OYes ○No

PUBLIC HEALTH PROGRAM MANAGER (EM-05) Supplemental Questionnaire cont'd

* 3. EDUCATION - SUBSTITUTION OF EDUCATION FOR EXPERIENCE

Are you substituting an appropriate Master's degree for part of the required experience? If so, you MUST submit copies of your OFFICIAL transcripts, identified by job title and IVA number, as verification at the filing of your application.

OYes ONo

* 4. SPECIALIZED EXPERIENCE

Provide the following information for EACH position listed in the experience portion of your application, where you wish to receive credit. Please submit your responses on a hard copy addendum and submit at the filing of your completed application.

1) Name of employer.

2) Briefly describe this employer. Was this a government agency, a non profit agency, etc.? What kinds of services or programs did this employer provide and what population(s) did it serve? What were the major departments or sections of this company?

3) Your position title.

4) Which section or department did you work in? What was it's **primary** focus? What kinds of staff did you work with in this section (e.g., 1 Department Manager, 2 Nutritionists, etc.)?

5) What was the main function of your position?

6) Give a **detailed** description of your duties. Explain how, in this position, you applied your knowledge of:

A. Public health laws, rules and regulations. Cite specific laws, rules, regulations, etc. that you applied and give examples of how you applied them.

B. Public health programs and services.

C. Community health organizations and the services they provide. Explain how you cooperated with various community organizations that are involved with public health issues.

D. Report writing. What kinds of reports did you write? Who used these reports and for what purpose?

E. Current public health problems and related social and economic conditions and concerns.

TREAT EACH EMPLOYER OR CHANGE IN JOB TITLE SEPARATELY. BE SURE TO CLEARLY LABEL EACH RESPONSE.

PUBLIC HEALTH PROGRAM MANAGER (EM-05) Supplemental Questionnaire cont'd

* 5. SUPERVISORY EXPERIENCE

Please give the following, for EACH position listed in the experience section of your application, where you are claiming Supervisory Experience. Please submit your responses on a hard copy addendum and submit at the filing of your completed application.

- 1) Name of employer.
- 2) Your position title.

3) Describe your employer. Was this a government agency, a large private corporation, etc.? Briefly, what kinds of services did your organization provide? What were the organization's major sections or departments?

4) Describe this employer's organizational hierarchy. Where was your position in this hierarchy (what level)? Which section did you work in and what was it's **primary** function?

5) What was the **major** focus of your position?

6) Did this employer have a separate administrative office or officer whose formal responsibilities included development of managerial policies, budget formulation, etc.? If so, clarify the relationship between your position and this administrative office or officer.

7) For this position, give a **detailed** description of your supervisory duties. List the numbers and types of employees you supervised (e.g., 2 Social Workers, 2 Case Managers). Did you conduct formal evaluations of your subordinates' job performance? What kinds of training did you provide to your subordinates? Give examples of difficult problems you assisted them with. How did your supervisory duties differ from those of your supervisor?

Use specific language that will clearly show the scope of your supervisory responsibilities.

8) Give the dates and the average percentage of time you spent per week on these supervisory duties. Use your best estimate.

TREAT EACH CHANGE IN EMPLOYER OR JOB TITLE SEPARATELY. BE SURE TO CLEARLY LABEL EACH RESPONSE.

- * 6. **ADDITIONAL INFORMATION.** Do you have any other information related to this position that you would like us to consider? If no, so state. If yes, please provide the information on a hard copy paper addendum submitted to our office and identified by job title and IVA number at the filing of your application.
- * 7. Supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be submitted at the filing of your application.

* Required Question

Mail or drop off Application, Supplemental Questionnaire and Additional Information to:

Department of Health Human Resources Office Recruitment & Examinations 1250 Punchbowl Street, Room 122 Honolulu, Hawaii 96813

EMPLOYMENT AVAILABILITY INFORMATION

State of Hawaii, Department of Health, Human Resources Office – Recruitment & Examination 1250 Punchbowl Street, Room 122, Honolulu, Hawaii 96813

1. Name:	I. Name:			ecurity Nu	mber: XXX-XX	3	390 (DOH Ext), rev. 7/10
Last	First	M.I.	·				
					DOH Use Only		
3. Recruitment No.	Job	Title	Acc	Rej	Code(s)	VP	Date

4. I will consider jobs in the locations checked below:

OAHU

- Ewa (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
- □ Waipahu to Aiea (Includes Waikele, Waipio, Pearl City)
- Lake, Moanalua, Mapunapuna, Kapalama, Palama, Palama, Cardialama, Kapalama, Palama, Pa

Sand Island, Iwilei)

- Downtown (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
- □ Manoa to Kahala (Includes Moiliili, McCully, Waikiki, Kapahulu, Kaimuki, Palolo, Waialae to Wailupe)
- □ Aina Haina to Hawaii Kai
- □ Waimanalo to Kailua
- □ Kaneohe to Kualoa (Includes Kahaluu, Waiahole, Waikane)
- □ Kaaawa to Kahuku Includes Punaluu, Hauula, Laie, Kahuku)
- □ North Shore (Includes Sunset Beach, Waimea, Haleiwa, Waialua, Mokuleia)
- □ Wahiawa/ Kunia/ Mililani
- □ Waianae Coast (Includes Maili, Nanakuli, Waianae, Makaha)

HAWAII

- □ Hilo (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
- Honokaa / Hamakua (Including Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
- Lawi, Kawaihae) Kakala / Waikoloa (Includes Halaula, Papaau, Hawi, Kawaihae)
- □ Kona (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
- □ Ka'u (Includes Ocean View, Naalehu, Pahala)
- Duna (Includes Hawaii Volcanoes Nat'l Park, Volcano, Kurtistown, Mountain View, Keaau, Pahoa, Kapoho)

5. I will accept a job which is:	5.	I will accept a job which is:
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Permanent	Full-time
Temporary	Part-time

6. I would like to be considered for jobs which require driving: □ Yes (attach a copy of your valid driver's license) □ No

7. How did you hear about this recruitment?

Local newspaperDepartment of Health website

Department of Human Resources Development websiteWord of mouth

Other (specify) _____

CONFIDENTIAL

Wailuku/ Kahului (Includes Puunene, Paukukalo, Waiehu, Waihee)
 Lahaina
 Maalaa (Kihai (Wailaa

- □ Maalea/ Kihei/ Wailea
- 🗆 Hana

MAUI

- □ Makawao (Includes Pukalani, Paia, Haiku, Haliimaile)
- 🗆 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

DEPARTMENT OF HEALTH APPLICANT DATA SURVEY

In order to meet the requirements as set forth in Federal guidelines, we request your cooperation and assistance in completing the following questions. Participation in the survey is confidential and voluntary. The data will be used for reporting and personnel research purposes only. It will not be released to any hiring program for the purpose of selecting job applicants.

1.	Applicant Name:						
		Last Name	First Name				
2.	<u>Recruitment</u>						
	Information:						
2	Age	Recruitment Number	Job Title				
5.	-						
	Under 20						
	2 0 - 24						
	25 - 29						
	□ 30 - 39						
	40 - 49						
	\Box 50 and over						
4.	Gender						
		emale 🛛 "X" a gender ca	ategory for non-binary individuals who				
		_	v exclusively as either male or female				
5.	Ethnic Background Review all categor your ethnic backgr	ies listed below, and choose th	ne one which you believe best represents				
	🗖 Black						
	Chinese						
	🗖 Filipino						
	Hawaiian						
	Part-Hawaiian						
	☐ Japanese						
	☐ Korean						
	Puerto Rican						
	□ Samoan						
	White - Include		escent, including Pakistani and East ent (excluding Filipino or Puerto Rican)				
	· ·	an Part-Hawaiian)					
	_ `						
	Others or Unkn	own					