## KIHEI WAILEA MEDICAL CENTER

221 Pi'ikea Ave. Suite A Kihei, HI 96753 (808) 874-8100

Please print legibly in black ink.

		Applicant	: Informa	tion			
Full Name		Middle		Date:	//		
Address			ity, State		 Zip	Period of R	asidanaa
Sireei		C.	uy, State		Ζιρ	Perioa oj K	estaence
Telephone No	Social Security No			Date Ava	ilable for Wor	k	
Referral Source	Employee	Advertisemen	t □Priv	ate Emp	oloyment Ager		
Position(s) Applied l	For:						
Type of employment	t desired: □Full-time	☐ Part-time	□ Tempo	rary 🗆	Seasonal   G	On-call	
				If yes, \	Work Number: _		
May we contact you	at work?	YES	NO				
Have you ever work	ed for this company?	YES	NO		If yes, when?_		
Will you work overti	ime if required?	YES	NO		If yes, when?		
If required by the em	nployer, will you und	ergo a pre-en	nploymen	t physic	al?	YES	NO □
Are you a citizen of Proof of U.S. citizenship	the United States? or immigration status was				authorized to we	ork in the U.S.?	YES NO
Have you ever been convicted of a felony? Charges			YES	NO			
The	e existence of convictions	does not constit	tute an auto	omatic bai	r to employment.		
		Edu	ıcation				
Name and Location of H Received and Major	igh School, College, Trac	le, Business or	other schoo	ls attende	d, also list appre	nticeships, Diploi	ma or Degree

## **Employment History**

In the spaces provided below, list all employment or volunteer service for the past 5 years. Give most recent first.

Attach additional sheet if necessary. \*OK TO LEAVE BLANK IF INFORMATION IS PROVIDED ON YOUR RESUME\*

COMPANY NAME		DATES EMPLOYED From:		
Address		To:		
Job Title		Telephone No.		
Immediate Supervisor and Title		Reason for leaving		
Brief Description of Duties:				
COMPANY NAME		DATES EMPLOYED From:		
Address		To:		
Job Title		Telephone No.		
Immediate Supervisor and Title		Reason for leaving		
Brief Description of Duties:				
COMPANY NAME		DATES EMPLOYED From:		
Address		To:		
Job Title		Telephone No.		
Immediate Supervisor and Title		Reason for leaving		
Brief Description of Duties:				
COMPANY NAME		DATES EMPLOYED From:		
Address		То:		
Job Title		Telephone No.		
Immediate Supervisor and Title		Reason for leaving		
Brief Description of Duties:				
	YES	NO		
May we contact your current employer(s)?		NO		
Refe	rences			
Name	Telephone No.		Years Known	

## **Disclaimer and Signature**

It is understood and agreed that any misrepresentation by me in this application will be sufficient for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Kihei Wailea Medical Center is an equal opportunity employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application will be kept for six (6) months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, I understand that it will be necessary for me to fill out a new application,

Signature of Applicant	Date

## Kihei-Wailea Medical Center

1.	Please describe your Medical Office experiences (as an employee and /or patient):
2.	What experience have you had dealing with cash, checks, and credit cards? What to watch out for?
3.	What kinds of office machines, computer programs, and telephones are you familiar with?
4.	How fast can you type?
5.	How would you deal with a challenging patient?
6.	What information is needed when taking a message?
7.	What critical feedback do you most often receive?
8.	What have been your most positive and negative management experiences?
9.	Why are you leaving your current position/ career?
10.	Why do you want to work here?