

**VERIFICATION OF REGISTRATION FOR WORK**

Claimant's Name: <i>(print Last name, First name, MI)</i>	Local Unemployment Office:
SSAN: <i>(To speed processing please complete SSAN before returning)</i>	Date Advised to Register:

INSTRUCTIONS TO CLAIMANT: Complete the data above by filling in your name, social security number, and your local unemployment office.

**IMPORTANT: You must register for work within 7 calendar days after the date you were advised to register by posting a resume online in HireNet Hawaii and remain actively registered during the entire period that you file claim certifications for unemployment benefits. Failure to register for work as required may result in a denial of benefits.**

1. **Part A for Non-union individuals:** If you will not be referred to your next job by a union hiring hall, go to [www.hirenethawaii.com](http://www.hirenethawaii.com) and post your resume online or report to the Workforce Development Division (WDD) or One-Stop office. If you need assistance in using HireNet Hawaii, contact WDD or the One-Stop office. **You must take this form to WDD or a One-Stop office listed on the back to have Part A completed for verification of your registration for work and to have this form returned to your local unemployment office.**

You have not posted an online resume in HireNet Hawaii. Under section 12-5-31(c), administrative rule, you are not "registered for work" until you post your resume online.

2. **Part B for Union members:** If you will be referred to your next job by your union hiring hall, report to your union hall within 7 calendar days after filing your claim and have the union complete Part B of this form. Return the completed form to your local office the next day.

**PART A. REGISTRATION WITH THE WORKFORCE DEVELOPMENT DIVISION OFFICE or ONE-STOP OFFICE:** (This part to be completed by WDD or One-Stop interviewer.)

Occupational Code: \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ 0 0 0 Date Registered: \_\_\_\_\_  
*(must be nine digits and no alpha)*

Occupational Title: \_\_\_\_\_ Online resume: YES  NO

Interviewer: \_\_\_\_\_ Phone: \_\_\_\_\_

**PART B. REGISTRATION WITH UNION:** (This part must be completed by an authorized union official.)

I certify that the above named claimant is an active member and is in good standing with the union (professional association) named below. This claimant is seeking work through our union, is eligible for union work referrals, has no restrictions on availability for union work during the customary hours, and has not refused any work. I agree to immediately report to the Department when the claimant is not in good standing, refuses an offer or referral of work, or is not ready, willing and available to work.

Union Name: \_\_\_\_\_ Local: \_\_\_\_\_  
Date Registered for Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments: If not in good standing, refused a referral or offer of union work, or not ready, willing and able to work, please explain here. \_\_\_\_\_  
\_\_\_\_\_

Signature of Union Validating Official: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTER FOR WORK at [www.hirenethawaii.com](http://www.hirenethawaii.com) or  
at one of the following WDD OFFICES or ONE-STOP CENTERS:

## **OAHU**

Oahu WorkLinks  
Dillingham Shopping Plaza  
1505 Dillingham Blvd, Rm 110  
Honolulu, HI 96817-4822  
Ph: 843-0733

Oahu WorkLinks  
Waipahu Civic Center  
94-275 Mokuola St, Rm 300  
Waipahu, HI 96797-3369  
Ph: 675-0010

Oahu WorkLinks  
Kapolei Resource Center  
601 Kamokila Blvd, Rm 588  
Kapolei, HI 96707-2023  
Ph: 692-7630 (call first)

Oahu WorkLinks  
Hauula Civic Center  
54-010 Kukuna Rd  
Hauula, HI 96717  
Ph: 293-2626  
(Mondays and Wednesdays only)

Oahu WorkLinks  
Honolulu Office  
830 Punchbowl St, Rm 112  
Honolulu, HI 96813-5080  
Ph: 586-8700

Oahu WorkLinks  
Waianae Neighborhood Community Center  
85-670 Farrington Hwy, Rm 6  
Waianae, HI 96792-2407  
Ph: 696-7067

Oahu WorkLinks  
Kaneohe Office  
Kaneohe Atrium Bldg 46-005 Kawa St Ste 205  
Kaneohe, HI 96744  
Ph: 233-3700  
(Mondays, Tuesdays and Wednesdays only)

## **HAWAII**

Hilo One-Stop Center  
1990 Kinoole St., Rm 102  
Hilo, HI 96720-5293  
Ph: 981-2860

Kailua-Kona One-Stop Center  
74-5565 Luhia St, Ste C4  
Kailua-Kona, HI 96740-3124  
Ph: 327-4770

## **MAUI**

Maui One-Stop Career Resource Center  
2064 Wells St, Rm 108  
Wailuku, HI 96793  
Ph: 984-2091

Molokai Workforce Development Division  
55 Makaena Pl, Rm 4  
Kaunakakai, HI 96748  
Ph: 553-1755

## **KAUAI**

Kauai Workwise!  
4444 Rice St, #302  
Lihue, HI 96766  
Ph: 274-3060