

## **IMPORTANT APPLICANT INFORMATION**

### **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.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. 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, 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.

### **CITIZENSHIP REQUIREMENT**

Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

### **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 / MENTAL REQUIREMENTS**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

### **REASONABLE ACCOMMODATION**

Applicants with special needs should contact our office at (808) 586-9043 during business hours at the time of application. Auxiliary Aids and Services are available upon request. Call (808) 586-9040 [voice], (808) 586-8847 [TTY] or 1 (888) 569-6859 [TTY Neighbor Islands].

### **LANGUAGE ACCESS ASSISTANCE**

All of our written and oral material will be provided to you in English. If you have difficulty understanding, please contact our department's Language Access Coordinator by telephone at (808) 586-9040 during business hours or write to the Language Access Coordinator, Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

### **LICENSE**

A valid driver's license is required for some positions. For those positions requiring a driver's license, you must possess a valid driver's license at the time of appointment.

### **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 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. To receive credit, please identify all documents by job title and recruitment number.

### **PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT**

Offers of employment are conditional upon the results of a complete pre-employment physical examination. The cost and responsibility for all such examinations rest with 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.

### **ADMINISTRATIVE REVIEW (Internal complaint)**

Applicants will be notified of the status of their application when processing of the application is completed. Applicants who do not agree with an action taken on their application, should FIRST request an internal complaint with the Department of Labor and Industrial Relations (DLIR). Your internal complaint must be postmarked within seven (7) working days following the date of your notice and must be made in writing to the DLIR at the address listed on the front of this announcement. Your letter requesting the review must include: 1) job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request for a review. **If you do not submit your complaint/request within the seven work-day limit, no review will be conducted and you will have no further review or appeal rights.**

**APPEAL:** If you do not agree with the internal complaint decision taken by the DLIR, you may appeal to the State Merit Appeals Board within 20 days from the date of the action on the internal complaint. Appeals to the Board must be in writing and sent to the following address: Merit Appeals Board, c/o Department of Human Resources Development, 235 S. Beretania St., Room 1303, Honolulu, HI 96813. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. **AN INTERNAL COMPLAINT MUST HAVE BEEN COMPLETED BEFORE REQUESTING AN APPEAL.**

If you have any questions, please contact our office at (808) 586-9043 for further information.

### **APPLICATION MAY BE OBTAINED FROM:**

**[www.hawaii.gov/labor](http://www.hawaii.gov/labor)**

**Job Opportunities**

or

**Department of Labor and Industrial Relations  
Personnel Office**

**Princess Ruth Keelikolani Building  
830 Punchbowl Street, Room 312  
Honolulu, Hawaii 96813**

**Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays**

**For other application distribution locations, refer to vacancy announcement.**

**Submit completed Application and the Required Supplemental Questionnaire to  
Department of Labor and Industrial Relations Personnel Office,  
830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.  
Mailed applications must be postmarked by midnight of closing date.**