



Application for Employment

Today's Date: _____

SoHa is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law. **Please complete entire application to ensure review.**

General Information

Name: Last, First, Middle _____

Social Security Number _____

Present Address: Street, City, State, Zip Code _____

Permanent Address: Street, City, State, Zip Code _____

Phone Numbers: Day _____ Eve _____ Cell _____ Other _____

This position may require you to handle cash, can you be bonded? Yes ___ No ___

Are you less than 16 years of age? Yes ___ No ___

Position Desired

Position _____ Wage Desired _____ Date you can start _____

Please indicate the hours you are available to work during both day and evening:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Saturday _____ Sunday _____ *Note: If your availability changes it is your responsibility to alert a supervisor

Are you looking for a FULL TIME ___ PART TIME ___ SEASONAL ___ position?

Have you applied at SoHa before? Yes ___ No ___

Education

High School (Name & Address) _____

Circle last year(s) completed 1 2 3 4 Did you graduate? (Circle) Y N

College (Name & Address) _____

Circle last year(s) completed 1 2 3 4 Did you graduate? (Circle) Y N Degree _____

Do you have any experience in Japanese language and/or culture? Describe _____

Foreign Languages _____ Spoken Fluently? _____

Questions

Why do you want to work for our company? _____

What skills or strengths do you have that we can benefit from? _____

What is your definition of excellent customer service? _____

Former Employers

List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete this section even if you attach a resume.

1 CURRENT EMPLOYER _____ Date (M/D/Y) From _____ to _____
Position _____ Duties Performed _____
Salary or Hourly Wage Starting _____ Ending _____ Average number of hours per week _____
Reason for leaving _____
Supervisor's Name _____ Phone Number _____
May we contact? Yes _____ No _____

2 PREVIOUS EMPLOYER _____ Date (M/D/Y) From _____ to _____
Position _____ Duties Performed _____
Salary or Hourly Wage Starting _____ Ending _____ Average number of hours per week _____
Reason for leaving _____
Supervisor's Name _____ Phone Number _____
May we contact? Yes _____ No _____

3 PREVIOUS EMPLOYER _____ Date (M/D/Y) From _____ to _____
Position _____ Duties Performed _____
Salary or Hourly Wage Starting _____ Ending _____ Average number of hours per week _____
Reason for leaving _____
Supervisor's Name _____ Phone Number _____
May we contact? Yes _____ No _____

Additional Employment History Inquiries

Have you ever been dismissed or forced to resign from any employment? **YES** **NO**

If yes, please explain: _____

Have you been convicted of a felony crime or theft-related misdemeanor within the last 5 years? **YES** **NO**

If yes, state details: _____

Convictions will not necessarily disqualify applicant, each case is considered individually.

References

Give below the names of 3 professional references whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I hereby authorize SoHa to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by SoHa to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, and employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position and does not obligate SoHa to hire me.

Signature _____ Date _____

SoHa Inc. 670 Auahi St. Suite A9 Honolulu, HI 96813 tel: 808-537-3705 fax: 808-537-3711

This application will only be considered for three months. If you have not been hired within this period and wish to continue to be considered for employment, you must fill out another application.