

IMPORTANT INFORMATION FOR STATE OF HAWAII NON-CIVIL SERVICE EMPLOYMENT

**State of Hawaii Department of Commerce and Consumer Affairs
Personnel Office - 335 Merchant Street, Room 304 – Honolulu, HI 96813**

The information you provide will be used to determine whether you meet public employment requirements and job requirements. 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 or court record, citizenship, genetic information or any other protected characteristics. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements (including required certifications, licensure, security clearances, etc.) and qualify on appropriate employment related tests to be eligible for employment consideration.

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

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/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

REASONABLE ACCOMMODATION: Applicants with special needs should contact our office during business hours at (808) 586-2838 at the time of application.

LANGUAGE ACCESS ASSISTANCE: All of our written and oral material will be provided to you in English. If you need assistance, please contact our department's Language Access Coordinator by telephone at (808) 586-3025 during normal business hours or write to the Language Access Coordinator, Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813.

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

If you have questions, please contact our office during business hours at (808) 586-2838 for further information.