



University of Hawai'i at Mānoa
Conference Housing
2569 Dole Street
Frear Hall
Honolulu, Hawai'i 96822-2381
808.956.7436

UNIVERSITY OF HAWAII AT MĀNOA: CONFERENCE HOUSING

EMPLOYMENT APPLICATION

SUMMER 2024

Congratulations on taking the first step toward what will be a rewarding summer here at the University of Hawai'i at Mānoa Conference Housing! We believe that our student positions offer opportunities to meet personal challenges and have fun while doing so.

This application packet provides you with information regarding the selection process. We hope you will benefit from this experience. While striving to hire the most qualified candidates, we also hope this will be an opportunity for you to gain more knowledge about the position. It is important that your application covers all of your relevant skills and experiences – we encourage you to take your time, answering all questions completely and concisely.

INSTRUCTIONS

Review the job descriptions that follow. If you meet the qualifications, complete the application.

Return the completed application to the Conference Housing Services (Student Housing Office – Frear Hall) by **4:00pm on Monday, March 18, 2024**

Applicants will be interviewed between **March 19-25, 2024**

Candidates will receive an email on **April 2, 2024** regarding their selection status. Selection for positions will be based upon completed applications, interviews, and position availability. We ask that you respond by **April 5, 2024** should you be selected and choose to accept the position.

All successful Operations Manager and Assistant Hospitality Manager applicants are required, without exception, to attend Conference Housing Operations Manager and Assistant Hospitality Manager training sessions; approximate dates are listed below

Sunday, May 12, 2024

All successful applicants (including the Operations Manager and Assistant Hospitality Manager) are required, without exception, to attend Conference Housing training sessions; approximate dates are listed below

Sunday, April 21, 2024
Monday, May 13, 2024 - Friday, May 17, 2024



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CONFERENCE HOUSING STAFF APPLICATION

The University of Hawai'i at Mānoa is an Equal Opportunity/Affirmative Action Institution

[Please type or print in ink.]

- POSITION APPLYING FOR:**
- Operations Manager Conference Assistant - Whole Summer
 Assistant Hospitality Manager Conference Assistant - Partial Summer

PERSONAL INFORMATION

Last Name	First Name	Middle Name

UH ID#

CURRENT ADDRESS

Number and Street	City	State	Zip

Mobile Telephone Number	Home Telephone Number	UHM Email

PERMANENT ADDRESS [if different from above]

Number and Street	City	State	Zip

Mobile Telephone Number	Home Telephone Number	UHM Email

COLLEGES AND UNIVERSITIES ATTENDED [list most recent/present first]

Name of Institution	Location	Major	Degree	Cum GPA

- CURRENTLY ENROLLED AT THE UNIVERSTIY OF HAWAI'I AT MĀNOA?**
- No Yes-Classification:
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Graduate Student

REFERENCES

List the two who will be completing the reference form. Note: references should be current or previous employers/supervisors, teachers or similar [not relatives or personal friends].

Name	Address	Telephone	Email

CONVICTION FOR A VIOLATION OF LAW

PLEASE NOTE: Information requested below is needed to make determinations on your suitability for appointment. Convictions do not automatically disqualify you for appointment. The circumstances of each individual case will be evaluated against the requirements of the position applied for to determine suitability for appointment.

Have you been convicted of a violation of law? No Yes

PLEASE NOTE: In answering this question, you need NOT report the following:

1. Arrests not followed by convictions
2. Convictions which were annulled or expunged
3. Offense for which you were tried as a minor or juvenile
4. Convictions of a penal offense for which only a fine and no jail sentence may be imposed
5. Convictions of a misdemeanor in which the period of 20 years has elapsed since the date the sentence was fulfilled and during which elapsed time there has not been any subsequent arrest or conviction

Use this space below to explain a "YES" answer (If you need additional space, please continue on an additional sheet of paper):

JUDICIAL STANDING

Are you currently on probation, or some disciplinary action, with the University of Hawai'i at Mānoa as a result of a violation of the UHM Student Conduct Code and/or Residence Hall Handbook? *PLEASE NOTE: Judicial standing will be verified.*

No Yes

Use this space below to explain a "YES" answer (If you need additional space, please continue on an additional sheet of paper):

HOW DID YOU HEAR ABOUT US?

For research purposes, please indicate how you became aware of the Conference position.

- | | |
|--|--|
| <input type="radio"/> A current or previous staff member (ARD/RA/CHD/CA)
Referred by: _____ | <input type="radio"/> Student Housing Services website |
| <input type="radio"/> Residence Hall Publicity | <input type="radio"/> Other: _____ |
| | <input type="radio"/> Emailed Letter of Recruitment |

FERPA STATEMENT AND CANDIDATE RELEASE

The *Family Education Rights and Privacy Act* of 1974 (FERPA) gives students the right to inspect and review their confidential folders unless that right is waived. In accordance with the law, all applicants must indicate whether or not they voluntarily relinquish their rights to view confidential letters of recommendation that are part of the application process. This choice will not affect your candidacy in any way. The waiver pertains only to your rights to review your application file after the hiring process is concluded. Please read the following statements carefully and check the appropriate box.

I have read the above statement and:

- I hereby waive the rights of access to my confidential file. (You may still have a member of our staff review the information in the file with you, excluding confidential letters of recommendation).
- I do not waive the rights of access to my confidential file. (You are permitted to personally review your entire file in the presence of a member of our staff).

Signature

Date

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I, _____, grant the Student Housing Services permission to verify my judicial standing, academic status, and financial standing with the University of Hawaii at Mānoa. This information will be used only by the Student Housing Staff Selection Committee and will not be shared with any other individuals. I cannot proceed through this process until this consent is signed.

My signature below further indicates that:

- I have read all information related to this application process and I understand the requirements of the position(s) for which I am applying.
- To the best of my knowledge, all information on this application is accurate. Any misrepresentation may cause my application to be rejected and my name to be removed from the hireable pool of candidates.

Signature

Date

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PLEASE ANSWER THE FOLLOWING QUESTIONS AS COMPLETELY AS POSSIBLE.

Have you ever lived in a college / university residence hall: Yes No
If Yes, where and for how long?

Special skills that you would bring to the Conference Housing position:

Do you have any plans this summer that would cause you to be away from campus? If yes, please include dates and a brief description of the event.

PLEASE ANSWER THE FOLLOWING:

- | | | |
|-----------------------|-----------------------|--|
| Yes | No | |
| <input type="radio"/> | <input type="radio"/> | I can report to the training sessions and to work on the dates indicated: April 21 st & May 13 - August 15, 2024 (All Conference Assistants) or April 21 st , & May 12 - August 15, 2024 (Operations Manager and Assistant Hospitality Manager). |
| <input type="radio"/> | <input type="radio"/> | I am applying to be an ARD/RA or I am a returning ARD/RA for the Fall 2024 semester. |

ON A SEPARATE SHEET OF PAPER, PLEASE TYPE A WELL-THOUGHT OUT RESPONSE FOR EACH OF THE FOLLOWING QUESTIONS:

1. After reading through the position summaries, please describe why you feel you should be hired for the position.
2. Tell us about your best or worse customer service experience. What made it memorable? How would that experience influence the level of service you would provide to conference guests?
3. What does it mean to be a part of a team? How would you be an asset to the Conference Housing team?