

STATE OF HAWAII  
Department of Human Resources Development  
State Recruiting Office  
235 South Beretania Street, Room 1100  
Honolulu, Hawaii 96813-2437

**CHANGE OF INFORMATION**

Please use this form to change or correct your name, address, telephone number, availability, and other information on your application and sign and return it to the above address. **Your changes will replace the previous information on record.**

**Please Print Clearly**

Name used on our records:

\_\_\_\_\_ *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle Initial*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I. PERSONAL INFORMATION**

A. Your New Name: \_\_\_\_\_  
*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle Initial*

B. Your New Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

C. Your New Home Number: \_\_\_\_\_ Other: \_\_\_\_\_

**II. REINSTATEMENT**

*I understand my name has been suspended from the eligible list(s). I would like to be reinstated to the list of eligibles for the following Recruitment Number(s) for referral to vacancies.*

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

(over)

### III. EMPLOYMENT CONDITION CHANGES

I would like to change my availability for the employment condition(s) and/or geographic location(s) for the following recruitment(s):

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Recruitment Number: \_\_\_\_\_

Please complete a separate Change of Information form if you wish to indicate different employment condition(s) and/or geographic location(s) for other recruitments/levels.

***This information will replace your previous selections.***

#### a. EMPLOYMENT CONDITIONS

- |  |                                    |                                    |
|--|------------------------------------|------------------------------------|
| 1. Permanent job                       | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| 2. Temporary job of 3 to 9 months      | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| 3. Temporary job of more than 9 months | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| 4. Shift Work                          | <input type="checkbox"/> Yes       | <input type="checkbox"/> No        |
| 5. Jobs at a Hospital                  | <input type="checkbox"/> Yes       | <input type="checkbox"/> No        |
| 6. Jobs at a Correctional Facility     | <input type="checkbox"/> Yes       | <input type="checkbox"/> No        |
| 7. A job at a lower rate of pay        | <input type="checkbox"/> Yes       | <input type="checkbox"/> No        |

#### b. GEOGRAPHIC LOCATIONS

##### OAHU

- Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
- Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)
- Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)
- Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
- Manoa to Kahala** (Includes McCully, Moiliili, Waikiki, Kapahulu, Kaimuki, Waialae, Palolo)
- Aina Haina to Hawaii Kai**
- Waimanalo / Kailua**
- Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waikane)
- Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kuilima)
- North Shore** (Includes Waimea, Haleiwa, Waialua)
- Wahiawa / Kunia / Mililani**
- Waianae Coast** (Includes Nanakuli, Maili, Waianae, Makaha)

##### HAWAII

- Hilo** (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
- Honokaa / Hamakua** (Includes Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
- Kamuella / Kohala / Waikoloa** (Includes Halaula, Kapaau, Hawi, Kawaihae)
- Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
- Ka'u** (Includes Ocean View, Naalehu, Pahala)
- Puna** (Includes Hawaii Volcanoes National Park, Volcano, Mountain View, Kurtistown, Keaau, Paho, Kapoho)

##### MAUI

- Wailuku / Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)
- Lahaina**
- Maalaea / Kihei / Wailea**
- Hana**
- Makawao** (Includes Pukalani, Haliimaile, Haiku, Paia)
- Kula**

##### KAUAI

- Lihue** (Includes Hanamaulu)
- Kapaa** (Includes Wailua, Kealia, Anahola)
- Hanalei** (Includes Kilauea, Princeville, Haena)
- Waimea** (Includes Kokee, Kekaha, Kaunakani, Hanapepe, Eleele, Port Allen, Kalaheo)
- Koloa** (Includes Lawai, Omao)

##### LANAI

- Lanai City**

##### MOLOKAI

- Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)
- Kalaupapa**