

**DEPARTMENT OF WATER SUPPLY
COUNTY OF HAWAI‘I
HILO, HAWAI‘I**

The Department of Water Supply, County of Hawai‘i, announces the following recruitment for its student summer program positions in South Hilo:

STUDENT HELPER II – FULL TIME

\$12.50/hour

Employment will be for a period not to exceed eighty-nine (89) calendar days. Positions will be in Administration, Finance, Engineering, or Operations Center.

Minimum requirement: education equivalent to completion of one year (24 credits minimum) from a four-year accredited college or university. (Submit copy of current official college transcript at time of application – failure to do so will result in the application not being accepted).

Examples of Duties

Administration: collect, compile and file personnel and safety information, as directed; create and update computer application files; create, organize and update various hardcopy files and schedules; assist in data entry of information generated and collected for the division; perform routine office type work and use common office machines and scanner.

Finance: compile, organize, update, post, and file accounting and statistical information; assist with data entry using various computer desktop applications; perform routine office type work; operate common office machines.

Engineering: assist with the planning, drafting and designing, inspecting, surveying, data collecting, basic hydraulic calculations for water system analyses, scanning and filing, and other duties relative to water systems engineering; perform routine office-clerical work.

Operations Division: assist in field leak survey, data collection, and entry; update tax map key maps; assist in searching and compiling data for facilities from various files and records; compile and analyze data; computerize data including records of equipment and materials; make preliminary investigations for repairs; make sketch plans or drawings to scale of pumping or treatment stations, and perform miscellaneous or related office work.

Application form (including current copy of official college transcript) must be received by:

April 14, 2023, 4:30 p.m., at the Department of Water Supply, County of Hawai‘i, 345 Kekūanā‘o Street, Suite 20, Hilo, Hawai‘i 96720.

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Application forms are available from the Department of Water Supply, County of Hawai‘i, at 345 Kekūanā‘o Street, Suite 20, Hilo, Hawai‘i 96720. Please contact us at (808) 961-8050.

Hawai‘i Tribune Herald
February 26, 2023 and March 5, 2023



DEPARTMENT OF WATER SUPPLY

COUNTY OF HAWAI'I

APPLICATION FOR STUDENT HELPER II SUMMER EMPLOYMENT

All applications must be turned in to:

345 Kekūanāo'a Street, Suite 20, Hilo, HI 96720

Tel: (808) 961-8050 Fax (808) 961-8010

Application forms may be dropped off or mailed to the above address. Application form (including copy of current official college transcript) must be received at the above address by April 14, 2023, 4:30 p.m.

Applicants are considered for all positions without regard to sex, pregnancy, lactation (breastfeeding), race, ancestry, color, national origin, disability, genetic information, age, marital status, familial status, military service, veteran's status, sexual orientation, gender identity, gender expression, victim of domestic or sexual violence status, arrest and court record, or any other classification protected by state or federal law.

INSTRUCTIONS

Read the minimum qualification requirements in the Recruitment Announcement. Answer all questions completely and sign the application. Either type or print in ink. Failure to follow instructions may result in your application not being accepted.

Check the appropriate box below.

(Note: Applicants must be citizens, nationals or permanent resident aliens of the United States or be eligible under federal law for unrestricted employment in the United States.)

- A. Citizen of the United States
- B. National of the United States
- C. Permanent Resident Alien of the United States
- D. Eligible under federal law for unrestricted employment in the United States. *

*Explain on what legal basis you are eligible:

Legal Name:

First Middle Last

Address:

Street Number/P.O.Box

City State Zip Code

Primary Telephone Number:

Day Evening

Alternate Telephone Number:

Day Evening

Email:

CERTIFICATE OF APPLICANT

I HEREBY CERTIFY that all statements in this application are true and correct to the best of my knowledge and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the service of the County of Hawaii.

Signature _____

Date _____

Education:

A student applying for summer employment must be enrolled and have completed one year at full-time status at a four year accredited college or university, and must certify that he/she will be attending that school or another four year accredited college or university for the coming academic year.

What year in college will you have completed this May/June 2023: _____

What school are you currently enrolled in as a full-time student:

School Name _____

Location _____

Will you be attending this school in the fall? Yes _____ No _____

If No, what school will you be attending?

School Name _____

Location _____

Your college Major: _____ Minor: _____

When is your anticipated graduation date? _____

College Transcript:

You are required to submit a copy of your current official college transcript with this application form. Failure to do so will result in your application not being accepted.

Check One: Transcript is _____ being obtained _____ attached.

Describe the kinds of work for which you wish to be hired (words such as “anything” or “whatever is available” are too vague):

List types of skills or experience that you have (include office machines, typing speed, power equipment, etc.):

Describe your skills/experience with personal computers (include programs able to use and degree of proficiency):

Answer the following question:

“Why do you desire employment with the Department of Water Supply and what are your learning expectations in such summer employment?” (Attach additional sheet, not more than 1 page.)

Employment Experience:

Instructions: Begin with your present employment and work backward. Account for all periods of employment.

Employer: _____ From: _____
 Address: _____ To: _____
 Name & Title of Immediate Supervisor: _____ Full Time Part Time
 Your Title: _____ Av. Hrs. Per Wk. _____
 Duties: _____ Reason for Leaving: _____

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 Address: _____ To: _____
 Name & Title of Immediate Supervisor: _____ Full Time Part Time
 Your Title: _____ Av. Hrs. Per Wk. _____
 Duties: _____ Reason for Leaving: _____

If more space is required, fill out a blank sheet as above and attach.

References:

List 3 references (such as teacher, coach, counselor, scout leader, etc.) who will attest to your character and skills.

	<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Work requirements are for full-time employment for 89 calendar days, i.e. 8 hours per day, Monday to Friday (except holidays) as follows:

Administration/Finance/Engineering:	7:45 a.m. – 4:30 p.m.
Operations Center:	7:00 a.m. – 3:30 p.m.

If selected, will you be able to fulfill the above work requirements? Yes _____ No _____

If no, explain: _____

Period that you will be available for summer employment: From _____ To: _____

County of Hawai'i

AUTHORIZATION TO RELEASE PERSONNEL INFORMATION

TO: PRESENT/FORMER EMPLOYERS

I hereby authorize the above-named employer to provide to the County of Hawai'i any and all information or opinion about my previous and/or present job performance. I understand that pursuant to Hawaii Revised Statutes §663-1.95, an employer that provides information or opinion about my job performance is presumed to be acting in good faith and shall have qualified immunity from civil liability for such disclosure and its consequences.

Applicant's Name & Signature

Social Security Number

Date

If you do not want to authorize release for job performance information, please indicate your reason(s):
