



COUNTY OF KAUAI
Department of Human Resources
4444 Rice Street, Suite 140
Lihue, HI 96766

**CHANGE OF INFORMATION
RECRUITMENT**

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 - REQUIRED		
Name used on our records:		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
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: _____

D. Email address: _____

E. New Notification Preference: Email Paper

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: _____

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 recruitment/levels.

This information will replace your previous selections.

a. **EMPLOYMENT CONDITIONS**

- 1. Permanent job Full-time Part-time
- 2. Temporary job more than 6 months Full-time Part-time
- 3. Temporary job less than 6 months Full-time Part-time
- 4. Shift work Full-time Part-time
- 5. A job at a lower rate of pay Full-time Part-time

b. **GEOGRAPHIC LOCATIONS**

KAUAI

- Lihue (includes Hanamaulu)
- Kapaa (includes Wailua, Kealia, Anahola)
- Hanalei (includes Kilauea, Princeville, Haena)
- Waimea (includes Kekaha, Kaumakani, Hanapepe, Eleele, Kalaheo)
- Koloa (Includes Lawai, Omao)

IV. **LABOR REGISTRATION CLASSES ONLY**

Please include these classes to my existing (unexpired) labor registration application.

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____

Job Title: _____ Recruitment Number: _____