



HAWAII HEALTH SYSTEMS

C O R P O R A T I O N

"Touching Lives Every day"

APPLICATION INFORMATION

Thank you for your interest in employment with the Hawaii Health Systems Corporation (HHSC). The following is the general information you need in order to apply for our vacant position(s):

1. [Vacancy Announcement](#) (click on the appropriate **CLASS TITLE**)
 2. Employment Application
 - [Internal Applicant](#) (for eligible HHSC regular employees (non-casual hire) only)
 - [External Applicant and Drug Screening Authorization form](#)
 3. [Description of Benefits](#)
 4. [Licensure Application](#) (if applicable)
 5. [Supplemental Forms](#) (Refer to the vacancy announcement if supplemental form is required.)
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- Most of the forms are self-explanatory.
 - If a license is required, we recommend that you **first** obtain your Hawaii license.
 - You are welcomed to fill out the HHSC application during our application hours. At that time, we will review your application and go through a Human Resources applicant screening process.
 - If you are interested in other facilities within HHSC, feel free to make copies of your completed application, however, your original signature on each application is required. You can visit or mail your application to those other interested facilities.
 - Applicants must go through Human Resources screening process at each facility for which they wish to be considered.
 - Only those applicants that will be interviewed by the hiring manager will be contacted.
 - Applications are kept on file for six months from receipt of the application.
 - Every effort is made to expedite the hiring process. As a medical facility governed by a number of federal and state laws, certain checks must be performed and satisfactorily completed as a condition of employment or continued employment.
 - If a job offer is extended or employment is begun prior to completion of all the checks, the offer or continued employment will be contingent upon the satisfactory return of all required checks.

Once again, thank you for your interest in employment at Hawaii Health Systems Corporation. We wish you best of luck in your employment endeavors. If you have any questions, please contact the respective Regional Recruitment Officer or contact Corporate Office at (808) 733-4162 or Toll-Free (800) 845-6733. Email: jobs@hhsc.org. www.hhsc.org.