

VERIFICATION OF REGISTRATION FOR WORK

Claimant's Name: <i>(print Last name, First name, MI)</i>	Local Unemployment Office:
SSAN: To speed processing please complete SSAN before returning	Date Advised to Register:

INSTRUCTIONS TO CLAIMANT: Complete the data above by filling in your name, social security number, and your local unemployment office.

IMPORTANT: You must register for work within 7 calendar days after the date you were advised to register by posting a resume online in HireNet Hawaii and remain actively registered during the entire period that you file claim certifications for unemployment benefits. Failure to register for work as required may result in a denial of benefits.

1. **Part A for Non-union individuals:** If you will not be referred to your next job by a union hiring hall, go to www.hirenethawaii.com and post your resume online or report to the Workforce Development Division (WDD) or One-Stop office. If you need assistance in using HireNet Hawaii, report to WDD or the One-Stop office. **You must take this form to WDD or a One-Stop office listed on the back to have Part A completed for verification of your registration for work and to have this form returned to your local unemployment office.**

- You have not posted an online resume in HireNet Hawaii. Under section 12-5-31(c), administrative rule, you are not "registered for work" until you post your resume online.
- Your resume is incomplete. Contact the nearest One Stop listed on the reverse before reporting in person.

2. **Part B for Union members:** If you will be referred to your next job by your union hiring hall, report to your union hall within 7 calendar days after filing your claim and have the union complete Part B of this form. Return the completed form to your local office the next day.

PART A. REGISTRATION WITH THE WORKFORCE DEVELOPMENT DIVISION OFFICE or ONE-STOP OFFICE:
(This part to be completed by WDD or One-Stop interviewer.)

Occupational Code: _____ 0 0 0 Date Registered: _____
(must be nine digits and no alpha)

Occupational Title: _____ Online resume: YES NO

Interviewer: _____ Phone: _____

PART B. REGISTRATION WITH UNION: (This part must be completed by an authorized union official.)

I certify that the above named claimant is an active member and is in good standing with the union (professional association) named below. This claimant is seeking work through our union, is eligible for union work referrals, has no restrictions on availability for union work during the customary hours, and has not refused any work. I agree to immediately report to the Department when the claimant is not in good standing, refuses an offer or referral of work, or is not ready, willing and available to work.

Union Name: _____ Local: _____
Date Registered for Work: _____ Phone: _____

Comments: If not in good standing, refused a referral or offer of union work, or not ready, willing and able to work, please explain here. _____

Signature of Union Validating Official: _____ Date: _____

**REGISTER FOR WORK at www.hirenethawaii.com or
at one of the following WDD OFFICES or ONE-STOP CENTERS:**

OAHU

Oahu WorkLinks
Dillingham Shopping Plaza
1505 Dillingham Blvd, Rm 110
Honolulu, HI 96817-4822
Ph: 768-5700

Oahu WorkLinks
Honolulu Office
830 Punchbowl St, Rm 112
Honolulu, HI 96813-5080
Ph: 586-8700

Oahu WorkLinks
Waipahu Civic Center
94-275 Mokuola St, Rm 300
Waipahu, HI 96797-3369
Ph: 675-0010

Oahu WorkLinks
Waianae Neighborhood Community Center
85-670 Farrington Hwy, Rm 6
Waianae, HI 96792-2407
Ph: 768-5800

Oahu WorkLinks
Kaneohe Office
Kaneohe Atrium Bldg 46-005 Kawa St Ste 205
Kaneohe, HI 96744
Ph: 233-3700
(Mondays, Tuesdays and Wednesdays only)

Oahu WorkLinks
Haula Civic Center
54-010 Kukuna Rd
Haula, HI 96717
Ph: 293-2626
(Mondays and Wednesdays only)

HAWAII

Hilo One-Stop Center
1990 Kinoole St., Rm 102
Hilo, HI 96720-5293
Ph: 981-2860

Kailua-Kona One-Stop Center
74-5565 Luhia St, Ste C4
Kailua-Kona, HI 96740-3124
Ph: 327-4770

MAUI

Maui One-Stop Career Resource Center
2064 Wells St, Rm 108
Wailuku, HI 96793
Ph: 984-2091

Molokai Workforce Development Division
55 Makaena Pl, Rm 4
Kaunakakai, HI 96748
Ph: 553-1755

KAUAI

Kauai Workwise!
4444 Rice St, #302
Lihue, HI 96766
Ph: 274-3056