HAWAIʻI PACIFIC HEALTH | KAPIʻOLANI PALI MOMI STRAUB BENIOFF WILCOX

2027 – 2028 Hawai'i Pacific Health Medical Assistant Program
Application Instructions

APPLICATION DEADLINE: Friday, March 5, 2027 at Noon

Please read the following information carefully before submitting your application.

How to Apply:

1. Go to www.hawaiipacifichealth.org/Careers. You will need a valid email address to begin.
2. Keyword search Job ID# 35333
3. Click on "Apply Now." Once the page refreshes, click on "Apply."
4. Click on "Register" to create your talent profile.
5. Under the "Talent Profile" section, attach three (3) documents in the "Attachments" section.
    - Resume – Please include all relevant information.
    - Recent Transcript – Please provide your most recent high school transcript with your cumulative GPA visibly displayed. Unofficial transcripts will be accepted for the application.
    - Essay – Please upload one Microsoft Word/PDF document answering the following question: *What traits do you feel you have that would attribute to your success in the program?* Please limit each response to 500 words or less.
6. Answer the application questions.
7. Submit your completed online application.

Application Tips:

- Please be sure to include all relevant information on your resume including but not limited to: school information, previous work experience, extracurricular activities, club memberships, volunteer experiences, etc.
- Make sure that you use a valid email address for an account that you check on a regular basis. If you are using a school email address, make sure that you'll have continuous access to it after the school year ends.
- Sometimes our emails will go to your junk mail inbox. Double check your junk mail/spam folder periodically.
- Incomplete applications will not be considered for the program. Please submit your application early to allow enough time to make necessary adjustments to ensure your application is complete by the posted deadline.

Frequently Asked Questions:

- How will I know if my application was received?
    - You will receive an email to confirm the receipt of your application.
- What if my application is incomplete?
    - You will be notified by email if your application is incomplete. The email will include step-by-step instructions that will walk you through how to complete your profile and resubmit your application. You will need to resubmit your completed application by the deadline indicated above.
- What should I expect after I submit my application?
    - The Hawai'i Pacific Health Human Resources team will be reviewing all applications. Due to the high volume of applications that are received, please allow time for processing. We will be contacting those as needed for follow-up and next steps via phone and email.
- Who can I contact if I have questions?
    - You can call our Human Resources office at 808-535-7571.