

EFFECTIVE JULY 22, 2011

How to Apply for Marine Corps Community Services (MCCS) Hawaii Careers

1. Download the MCCS Application by visiting our website at <http://www.mccshawaii.com/pdfs/employmentapp.pdf> *
2. Fill out the form **Completely.** #
3. Print the completed form and submit to MCCS Human Resources prior to the closing date listed on the Job Vacancy Announcement (JVA).

Applications can be submitted:

In person: MCCS HRO Building 219

Via Fax: (808)254-4888

~OR~

By Mail: MCCS Human Resources

MCB Hawaii

Box 63073

Kaneohe Bay, Hawaii 96863

You may also be required to submit supporting documents such as resumes, cover letters, DD214, Spouse Preference Form with Military PCS Orders, and/or answers to the Knowledge, Skills, and Abilities (KSAs). Review the JVA for the requirements of each position.

* Adobe Acrobat Reader or higher is required to access the document and can be downloaded for free at <http://get.adobe.com/reader/>

Please note, "See Resume" in the employment duties section will be considered incomplete and the application will not be considered for the position.

Important Information

1. While Resume and Cover Letter are not required for all MCCS Hawaii positions they are highly recommended.
2. For status of applications call (808)254-7632, please do not send an email for status as the email account is not manually monitored. MCCS Human Resources Office (HRO) will only contact applicants to confirm receipt of application and/or schedule an interview.
3. Deadline: For your application and ALL supporting documents to be considered, your email must be received by the MCCS HR office **no later than 1630 HST on the closing date listed in the JVA.**

We look forward to having you join our Ohana. Mahalo for your interest in MCCS Hawaii.