



Hawai'i Preparatory Academy
65-1692 Kohala Mountain Road, Kamuela, Hawai'i 96743
EMPLOYMENT APPLICATION

Thank you for your interest Hawai'i Preparatory Academy. Hawai'i Preparatory Academy does not discriminate in violation of the law on the basis of race, religion, creed, color, gender, sexual orientation, age, physical challenge, national origin, or any other characteristic. This application will remain valid for one year after receipt by the Academy.

GENERAL INFORMATION

Full Name: _____ Social Security Number: _____
(Last, First, Middle)

Address: _____
(Number, Street, City, Zip Code)

Daytime phone: _____ Evening phone: _____

Fax: _____ E-mail: _____

Are you legally authorized to work in the United States? Yes No

What specific position (if any) are you applying for? _____

How did you find out about this position? _____

Please check those for which you are available:

Full-time Part-time Substitute On-call Regular School year Summer School Date available: _____

TEACHING OR OTHER WORK EXPERIENCE

List present or most recent first. Explain any gap(s) in your teaching or work experience on a separate sheet and attach it to this application.

Date from:	Name and address of employer:	Your title:
Date to:		Annual salary:
Work performed:		Phone:
Reason for leaving:		()
Date from:	Name and address of employer:	Your title:
Date to:		Annual salary:
Work performed:		Phone:
Reason for leaving:		()
Date from:	Name and address of employer:	Your title:
Date to:		Annual salary:
Work performed:		Phone:
Reason for leaving:		()
Date from:	Name and address of employer:	Your title:
Date to:		Annual salary:
Work performed:		Phone:
Reason for leaving:		()

Applicant's name: _____

STUDENT OR PRACTICE TEACHING

If applying for a teaching position and have not been previously employed as a teacher, please complete the following, if applicable. Please attach copies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teachers.

Grade or subject taught:	Name and address of school:	College supervisor:
		Cooperating teacher:
Grade or subject taught:	Name and address of school:	College supervisor:
		Cooperating teacher:

EDUCATION (Including high school, technical school, college/university.)

Please attach copies of diplomas/degrees earned. Applicants might be asked to provide transcripts of all college courses completed prior to final consideration.

SCHOOL OR INSTITUTION AND LOCATION	MAJOR/MINOR	DIPLOMAS, DEGREES, OR CREDITS EARNED	NAME WHILE THERE IF DIFFERENT

FACULTY APPLICANT QUALIFICATIONS

Check all the subjects you can teach/coach. Underline those you prefer to teach/coach.

<p>GRADE LEVEL</p> <input type="checkbox"/> Grades K-5 <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Grades 9-12	<p>SCIENCE</p> <input type="checkbox"/> Anatomy/Physiology <input type="checkbox"/> Astronomy <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Environmental Science <input type="checkbox"/> General Science <input type="checkbox"/> Geography <input type="checkbox"/> Geology <input type="checkbox"/> Physical Science <input type="checkbox"/> Physics <input type="checkbox"/> Other: _____	<p>MODERN LANGUAGE</p> <input type="checkbox"/> French <input type="checkbox"/> Hawaiian <input type="checkbox"/> Japanese <input type="checkbox"/> Latin <input type="checkbox"/> Mandarin Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____	<p>PERFORMING ARTS</p> <input type="checkbox"/> Band <input type="checkbox"/> Cello <input type="checkbox"/> Chorale Singing <input type="checkbox"/> Drama <input type="checkbox"/> General Music <input type="checkbox"/> Music Appreciation <input type="checkbox"/> Orchestra <input type="checkbox"/> Organ <input type="checkbox"/> Piano <input type="checkbox"/> Theory/Harmony <input type="checkbox"/> Violin <input type="checkbox"/> Voice <input type="checkbox"/> Other: _____	<input type="checkbox"/> Kayaking <input type="checkbox"/> Martial Arts <input type="checkbox"/> Paddling <input type="checkbox"/> Public Speaking <input type="checkbox"/> Rugby <input type="checkbox"/> Sailing <input type="checkbox"/> School Publications <input type="checkbox"/> SCUBA <input type="checkbox"/> Soccer <input type="checkbox"/> Softball <input type="checkbox"/> Swimming <input type="checkbox"/> Tennis <input type="checkbox"/> Track <input type="checkbox"/> Ultimate Frisbee <input type="checkbox"/> Volleyball <input type="checkbox"/> Water Polo <input type="checkbox"/> Weight-Training <input type="checkbox"/> Wrestling <input type="checkbox"/> Other: _____
<p>ENGLISH</p> <input type="checkbox"/> American Literature <input type="checkbox"/> English Composition <input type="checkbox"/> English Literature <input type="checkbox"/> Journalism <input type="checkbox"/> Language Arts <input type="checkbox"/> Library Science <input type="checkbox"/> Other: _____	<p>HISTORY/SOCIAL STUDIES</p> <input type="checkbox"/> Asian History <input type="checkbox"/> Economics <input type="checkbox"/> Ethics <input type="checkbox"/> European History <input type="checkbox"/> Hawaiian Studies <input type="checkbox"/> Psychology <input type="checkbox"/> United States History <input type="checkbox"/> Other: _____	<p>FINE ARTS</p> <input type="checkbox"/> Art History <input type="checkbox"/> Ceramics <input type="checkbox"/> Digital Cinema <input type="checkbox"/> Glass Blowing <input type="checkbox"/> Painting/Drawing <input type="checkbox"/> Photography <input type="checkbox"/> Visual Education <input type="checkbox"/> Other: _____	<p>EXTRA-CURRICULAR</p> <input type="checkbox"/> Baseball <input type="checkbox"/> Basketball <input type="checkbox"/> Cross Country <input type="checkbox"/> Dance <input type="checkbox"/> Debate <input type="checkbox"/> Football <input type="checkbox"/> Golf <input type="checkbox"/> Gymnastics <input type="checkbox"/> Horseback Riding	
<p>MATHEMATICS/COMPUTER TECHNOLOGY</p> <input type="checkbox"/> Algebra <input type="checkbox"/> Analytic Geometry <input type="checkbox"/> Calculus <input type="checkbox"/> Computer Theory/Programming <input type="checkbox"/> Mechanical Drawing <input type="checkbox"/> Plane Geometry <input type="checkbox"/> Probability/Statistics <input type="checkbox"/> Trigonometry <input type="checkbox"/> Other: _____		<p>PHYSICAL EDUCATION</p> <input type="checkbox"/> Outdoor Education <input type="checkbox"/> Physical Education <input type="checkbox"/> Other: _____		

Which two of the subjects above do you consider to be your major teaching strengths?

1. _____ 2. _____

Applicant's name: _____

OTHER

Have you ever been dismissed or asked to resign from any position? No Yes
If yes, explain fully in a separate statement and attach it to this application.

Have you ever left a teaching position prior to the end of a school year? No Yes
If yes, explain fully in a separate statement and attach it to this application.

Have you ever been convicted of a crime that would have a rational relation to the position(s) for which you are applying? No Yes
If yes, explain fully in a separate statement and attach it to this application.

Have you previously been employed by Hawai'i Preparatory Academy? No Yes
If yes, give dates and positions held: _____

Do you have relatives or friends employed by Hawai'i Preparatory Academy? No Yes
If yes, state name(s) and relationship(s): _____

FACULTY APPLICANT PERSONAL STATEMENT

Considering the aims of Hawai'i Preparatory Academy and the possibility of your employment here, on a separate sheet, write a brief but considered essay that addresses the following questions:

1. What are your reasons for seeking a position at Hawai'i Preparatory Academy?
2. Why are you interested in teaching (elementary, middle, or upper school) students?
3. What is your own philosophy of education?

CERTIFICATION

- *I certify that all statements made on this application are true and complete to the best of my knowledge and that any misrepresentation or omission, whenever discovered, shall be sufficient grounds for immediate discharge or disqualification from further consideration for employment.*
- *I authorize the Academy to verify all information provided by me in this application and release the Academy, its agent, and any person or company responding to any request for information from any claim or liability regarding information or opinion supplied.*
- *I authorize the Academy to conduct a background check on me and to contact all references provided by me in this application. I understand that any offer of employment is subject to satisfactory background check and references.*
- *I understand that the Academy requires a criminal background check on me and requires me to take a drug test after it makes a conditional offer of employment to me. I also understand that the Academy may withdraw a conditional employment offer if it determines that I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of any position for which I am applying, and/or if my drug test result is positive.*
- *If employed by the Academy, I agree to conform to the guidelines and policies of the Academy.*
- *I understand and agree that only the Headmaster of the Academy has any authority to enter into any agreement to employ me for any specified time or to modify terms and conditions of my employment.*

Applicant's Signature

Date

*Please submit your completed application to:
Human Resources, Hawai'i Preparatory Academy, 65-1692 Kohala Mountain Road, Kamuela, Hawai'i 96743.*