



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 protected category. This application will remain valid for one year after receipt by the Academy.

GENERAL INFORMATION

Full Name (Last, First, Middle): _____

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

Daytime phone: _____ Evening phone: _____

Fax: _____ E-mail: _____

Upon hire, you will be required to present proof of age, authorization to work, and your Social Security number. Can you, upon offer of employment, submit verification of your legal right 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.

Table with 4 columns: Date from, Date to, Name and address of employer, and a section for Your title, Annual salary, and Phone. It contains four rows for listing work experience.

Explain any gap(s) in your teaching or work experience, other than due to personal illness, injury, or disability. _____

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.

Table with 2 rows and 3 columns: 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.

Table with 4 columns: 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.

- GRADE LEVEL: Grades K-5, 6-8, 9-12
ENGLISH: American Literature, English Composition, etc.
SCIENCE: Anatomy, Astronomy, Biology, etc.
MODERN LANGUAGE: French, Hawaiian, Japanese, etc.
PERFORMING ARTS: Band, Cello, Singing, etc.
FINE ARTS: Art History, Ceramics, etc.
PHYSICAL EDUCATION: Outdoor Education, etc.
MATH/COMPUTER: Algebra, Geometry, etc.
SOCIAL STUDIES: Asian History, etc.
EXTRA-CURRICULAR: Baseball, Basketball, etc.
Other sports: Kayaking, Martial Arts, etc.

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

1. _____ 2. _____

Applicant's name: _____

ADDITIONAL QUALIFICATIONS, SKILLS, & CERTIFICATIONS

Please list extracurricular areas, special skills, experiences, or qualifications that might assist you in performing the position for which you are applying or you feel qualify you to make a leadership contribution to HPA. _____

List all areas in which you hold valid Hawai'i and/or out-of-state teaching certificates. Attach copies of certificates. _____

List your professional licenses, certificates, professional memberships, etc. (Exclude any information that would reveal your race, religion, creed, color, gender, sexual orientation, age physical challenge, national origin, or any other protected category recognized by Hawai'i and federal laws.): _____

Indicate your level of computer proficiency as applicable to position desired:

PLATFORMS:

Macintosh:..... Not familiar at all Still learning Comfortable with the basics Comfortable with most aspects

PC:..... Not familiar at all Still learning Comfortable with the basics Comfortable with most aspects

SOFTWARE:

MS Word:..... Not familiar at all Still learning Comfortable with the basics Comfortable with most aspects

MS Excel:..... Not familiar at all Still learning Comfortable with the basics Comfortable with most aspects

MS PowerPoint:..... Not familiar at all Still learning Comfortable with the basics Comfortable with most aspects

List other programs you are familiar with: _____

List your equipment proficiencies as applicable to position desired. _____

Indicate those that apply to you. Attach copies of certificates/licenses. First Aid (Exp. Date: _____)

CPR (Exp. Date: _____) Lifeguard (Exp. Date: _____) CDL License (Exp. Date: _____)

REFERENCES

List the names of persons who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the principal and/or superintendent of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	TELEPHONE	E-MAIL	STATE

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 and to contact all references provided by me in this application. I authorize any former employer, person, school, or other entity to provide the Academy with any information (including fact or opinion) that they may have regarding me and I 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 understand that any offer of employment is subject to the receipt of satisfactory references. If employed by the Academy, I further authorize the Academy to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against the Academy for truthfully communicating any such information to a potential or future employer.
- I understand that the Academy requires a criminal background check on me and may inquire into and consider any criminal conviction record that I may have 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.
- I understand that the Academy requires me to take a drug test after it makes a conditional offer of employment to me. I also understand that I may be required to submit to a post-offer medical examination and other medical examinations during my employment with the Academy, provided that such examinations are job-related. I authorize the physicians conducting the examinations and any laboratory testing any specimens obtained by the physicians or collection sites to disclose the results of the examinations and the laboratory tests to the Academy in accordance with state and/or federal laws. The Academy will keep such results confidential and disclose the results only to persons who need to know or where required by law.
- I understand and agree that if offered employment by the Academy, I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record.
- 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, resume, two professional letters of recommendation, unofficial copy of transcripts, and salary requirements by mail, fax, or e-mail to:
Human Resources, Hawai'i Preparatory Academy, 65-1692 Kohala Mountain Road, Kamuela, Hawai'i 96743
Fax: 808-881-4045 or e-mail: hr@hpa.edu***