

EDUCATIONAL PREPARATION

Please list, in order of attendance, all educational institutions attended, including high school. Give the total number of semester hours you have earned since your bachelor's degree was conferred to you. If you did not complete a degree at a particular institution, please indicate the number of credits earned at that institution.

| Name of Institution | Location (City/State) | Subject Major/Minor | Degree Earned (Yes/No) | Type of Degree | Sem. Hours Earned |
|---------------------|-----------------------|---------------------|------------------------|----------------|-------------------|
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Do you now hold (or have you ever held) a state teacher's credential? Yes / No

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|---------------------------|----------------------|--------------------|------------------------|---|
| <u>Name of Credential</u> | <u>Issuing State</u> | <u>Date Issued</u> | <u>Expiration Date</u> | <u>Grade/Subject Listed on Credential</u> |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

List any memberships in professional societies. _____

Please list non-academic activities you are willing to teach.

Are you willing to teach in a team-teaching situation? Yes / No

Are you willing to give individualized instruction? Yes / No

PRACTICE/STUDENT TEACHING INFORMATION

School Name _____ Address _____
 District _____ Phone No. (____) _____
 Grade/subject taught _____
 Cooperating teacher _____ Date _____

PRIOR TEACHING EXPERIENCE

Please list your teaching experience starting with your present or most recent position. You may attach additional pages if necessary.

School name _____ Address _____
 District _____ Address _____
 Name of principal _____ Subject/Grade _____
 Service dates (mo./yr.) from _____ to _____
 Reason for leaving _____
 Work status: Full-time ____ Part-time (hr./wk or %) ____ Substitute ____

School name _____ Address _____
 District _____ Address _____
 Name of principal _____ Subject/Grade _____
 Service dates (mo./yr.) from _____ to _____
 Reason for leaving _____
 Work Status: Full-time ____ Part-time (hr./wk or %) ____ Substitute ____

PRIOR TEACHING EXPERIENCE (Continued)

School name _____ Address _____

District _____ Address _____

Name of principal _____ Subject/Grade _____

Service dates (mo./yr.) from _____ to _____

Reason for leaving _____

Work status: Full-time ____ Part-time (hr./wk or %) ____ Substitute ____

Were you ever suspended, dismissed, or asked to resign from any teaching position? Yes / No If so, please explain.

Have you ever had a teaching certificate suspended or revoked by any state? Yes / No If so, please explain.

Have you ever been convicted of any violation of the law (felony and/or misdemeanor) other than minor traffic violations? Yes / No If so, please explain.

NON-TEACHING WORK EXPERIENCE

Please list your non-teaching experience starting with your most recent position. You may attach additional pages if necessary.

Name of firm or institution _____

Mailing address _____ Phone No. (____) _____
Number & Street City & State ZIP Code

Your position title _____ Dates of employment _____

Supervisor's name and title _____

Your duties _____

Reason for leaving _____

Name of firm or institution _____

Mailing address _____ Phone No. (____) _____
Number & Street City & State ZIP Code

Your position title _____ Dates of employment _____

Supervisor's name and title _____

Your duties _____

Reason for leaving _____

Name of firm or institution _____

Mailing address _____ Phone No. (____) _____
Number & Street City & State ZIP Code

Your position title _____ Dates of employment _____

Supervisor's name and title _____

Your duties _____

Reason for leaving _____

REFERENCES (Not relatives)

Please list three professional references. If you are applying for a faculty position, please include supervisors and administrators who have observed your classroom performance.

| <u>Name of reference</u> | <u>Position</u> | <u>Mailing address (w/ZIP & phone)</u> |
|--------------------------|-----------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| | | _____ |

PLEASE PROVIDE THE FOLLOWING:

1. A letter of reference from your pastor.
2. A statement of your philosophy of education.
3. Official college and/or university transcripts from all institutions you attended.
4. If available, your placement folder sent directly to the Human Resources Office at Hawaii Baptist Academy.

CERTIFICATION OF APPLICANT

I hereby certify that all information contained in this application, including any resume or other information in my application file that I may have submitted, is true and complete and that I have not knowingly withheld any information that is substantially related to the job for which I am applying. I understand that any willful omission or falsification of material facts in my application file may result in my immediate disqualification from consideration for employment with Hawaii Baptist Academy or dismissal if I have already begun working.

I also understand that, if hired, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that no manager or representative other than the President of Hawaii Baptist Academy has the authority to make an agreement contrary to the foregoing.

I also understand that this application does not constitute an offer of employment and that background investigations will be conducted to verify information provided by me in my application file or to determine my qualifications for the job I am applying for. Background investigations may include, but are not limited to, physical examinations, reference checks, reviews of my academic and teaching records, and verification of my Christian commitment and church attendance. By my signature below, I hereby authorize Hawaii Baptist Academy to conduct such background investigations. I further understand that any information gathered will be confidential and used only in determining my qualifications for employment and assignment.

Applicant's Signature

Date