

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

WORK EXPERIENCE

Please list your prior work 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 _____

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 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.

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

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. _____

PLEASE PROVIDE THE FOLLOWING:

- A letter of reference from your pastor.

CERTIFICATION OF APPLICANT

I hereby certify that all information contained in this application, including any resume or other information in my application file which I may have submitted, is true and complete and that I have not knowingly withheld any information which 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