



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Thank you for your interest in employment with _____ ("Maui Prep"). Please complete all portions of this employment application to be considered for employment at Maui Prep. If you require accommodation during the employment application process, including assistance in the completion of this employment application, please let us know. We are an equal opportunity employer. We do not discriminate on the basis of age, race, sex, religion, color, national origin, ancestry, marital status, disability, sexual orientation, arrest and court record or any other protected category recognized by Hawaii and federal laws. This employment application is valid for a three-month period after submission to Maui Prep and only for the desired position. Consideration for employment after the three-month period requires completion and submission of a new application. Use additional paper if necessary to fully answer any questions.

I. PERSONAL INFORMATION: Upon hire, you will be required to present proof of age, authorization to work and your social security number.

Name: Last	First	MI	Have you ever used other names? If so, please print (For background and criminal conviction check):	
Present Address:		Apt. No:	City:	State: Zip:
Telephone Number:		Mobile Number:		Email Address:
Can you, upon employment, submit verification of your legal right to work in the United States? [NOTE: If offered employment, you will be required to submit documentation required by IRCA.]			<input type="checkbox"/> Yes	<input type="checkbox"/> No

II. EMPLOYMENT INTEREST

Position of Interest*:	Date You Can Start:	Salary Requirement:	Apart from religious observances, will you be able to work all other times?	
Have you ever applied for employment at MAUIPREP before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?		
Have you ever worked for MAUIPREP before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?		
Who referred you to MAUIPREP? <input type="checkbox"/> Relative _____ <input type="checkbox"/> Employment Agency <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> State Employment Office <input type="checkbox"/> College Placement Service <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____				

**If hired, you will be required to perform work as required by Maui Preparatory Academy.*

III. EDUCATION

School Level	Name and Location of School	Did you graduate?	Degree/certification received; subjects studied
High School			
College			
Advanced Degree			

IV. TEACHING EXPERIENCE: Please account for the past three employers by answering all questions for each employer.

	CURRENT EMPLOYER	Previous Employer	Previous Employer
Name of School			
School Phone Number:			
School Address:			
Starting/Ending Rate of Pay:			
Start Date and Date Last Worked:			
May we contact your supervisor? If not, why?			
Supervisor Name and Title:			
Subject and Grades:			
Reason(s) for leaving:			
If you were terminated or asked to resign, please explain:			

V. EMPLOYMENT GAPS: Explain any periods that you were not working during the past 10 years, other than due to personal illness, injury, or disability.

VI. REFERENCES: List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three personal references who are NOT related to you.

Name	Title	Relationship to you	Phone Number	Number of years known
1.				
2.				
3.				

VII. JOB SKILLS AND QUALIFICATIONS: Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. If driving is required for the job you are applying for, please provide your valid driver's license number, expiration date, and state of issuance.

VIII. RELATED INFORMATION: Please list your reasons for seeking employment at Maui Preparatory Academy. Include a detailed account of your extracurricular activities, related to education, leadership activities. Attach a Personal Statement on a separate form detailing the reasons you feel you are a qualified candidate for a teaching position at Maui Preparatory Academy.

CERTIFICATION (Please read carefully before signing). I understand and agree that:

1. The information in this application is true and complete and that any false or misleading information made in this application or interview(s) are grounds for disqualification from further consideration for employment or for dismissal from employment.
2. This application is not a contract of employment. If offered employment, **MY EMPLOYMENT WITH MAUI PREPARATORY ACADEMY IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE BY MYSELF OR Maui Prep.**
3. Maui Prep may investigate my personal and/or employment history. Any former employer, school, government agency, or other person/entity may provide Maui Prep with any information they may have regarding me. If employed by the Maui Prep, Maui Prep may provide truthful information (including fact or opinion) regarding my employment to any potential or future employer. I release Maui Prep and all providers of such information from any liability which may arise as a result of furnishing and/or receiving such information.
4. I may be required to submit to drug testing and a post-offer medical examination as part of my application for employment. I may be required to submit to a medical examination during my employment with Maui Prep, provided that such examination is job-related and consistent with business necessity. I authorize the physician or laboratory conducting such examination to disclose the results of the examination to Maui Prep in accordance with state and/or federal laws. Maui Prep will keep such results confidential unless allowed/required by law.
5. Maui Prep will inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. Maui Prep may withdraw a conditional employment offer if I have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which I am applying. Any criminal conviction record that is more than 10 years old (excluding periods of incarceration) or that involves certain Family Court matters will not be considered.
6. I have not been convicted of any crimes including sexual and child abuse related crimes.
7. If hired, I shall not disclose or use confidential information belonging to prior employers and that I will inform Maui Prep of any agreements that would limit my ability to work for Maui Prep.
8. All of the foregoing terms and conditions will become part of my employment relationship with Maui Prep if I am employed by Maui Prep.

Signature:

Print Name:

Date:

