

GENERAL APPLICATION
Ko`olau Baptist Academy
45-633 Keneke St. Kaneohe, Hawaii 96744
(808) 233-2900 / (808) 233-2903 fax

APPLICANT'S NAME AND ADDRESS

Full Name: _____ Application Date: _____

Address: _____ Date available: _____

City: _____ State: _____ Zip: _____

Phone: Days(_____) Evenings(_____) email: _____

How long have you lived at the above address? _____

Permanent address and phone number if different than present address:

_____ Phone: (_____) _____

POSITION DESIRED

Please indicate the position(s) you are applying for by placing a 1, 2, or 3 in parenthesis according to order of interest. Then to the right, please indicate the grade or subject in order of preference.

- () K5 - 6th Grade _____
() 7th Gr. - 12th Gr. _____
() Support Staff _____
() Volunteer _____

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies will be required.

Formal What degree or degree do you hold?

Training

<u>Degree and Major/Minor</u>	<u>Date Received</u>	<u>Issuing Institution</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Please attach photocopies of any certificates held.

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past seven years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Employer and Complete Address	Position	Dates of Employment
		Reason for leaving:

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or Names: _____

PERSONAL REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give two references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name / Complete Address

Phone: _____
Email: _____

Name / Complete Address

Phone: _____
Email: _____

Give two references who are qualified to speak of your professional experience .

Name / Complete Address

Phone: _____
Email: _____

Name / Complete Address

Phone: _____
Email: _____

CHRISTIAN BACKGROUND

Bible Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?

Yes No Signature: _____

Statement of Faith After carefully reading our Church Constitution and By-Laws, please indicate your degree of support.

I fully support the Church Constitution and By-Laws as written without mental reservations.

Signature: _____

I support the Church Constitution and By-Laws except for those area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

Church Service Denominational preference? _____
What is your local church affiliation? _____
Are you presently a member in good standing? # of Years? _____
In what church activities are you involved and with what degree of-regularity?

Briefly give your Christian testimony (you may choose to include a separate sheet of paper.)

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Ko`olau Baptist Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Ko`olau Baptist Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the Ko`olau Baptist Church Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigations or disclosure.

I waive the right to ever personally view any references given to Ko`olau Baptist Academy.

Since I will be working with children, I understand that I will be required to submit to a criminal background check that may include a fingerprint check I authorize Ko`olau Baptist Academy to conduct a criminal records check

I understand that this is only an application for employment and that no job is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date