



PARTNERS IN DEVELOPMENT FOUNDATION (PIDF)

TEACHER APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION:

Position Desired: _____
(Required information)

Full Time Part time
 Temporary On-call

Program: _____

Salary Requirements: _____

Date Available for Work _____

Name Last First Middle

Address City/State Zip code

Social Security Number Telephone Number Email

Have you ever changed your name or been known by another name during the course of your education or previous employers? Yes No

If the answer is yes, please specify: _____

EMPLOYMENT HISTORY:

Begin with present or most recent employer first. Please fill out completely, listing all previous employers even if you provided a resume. Include self employment, military service, summer, and part-time jobs. Please circle the name of any employer or supervisor who you **do not** want contacted at this time. If necessary, attach additional sheets following the same format.

Employer _____

Address City/State Zip code

Area Code/Phone Position

Supervisor's name and title Part or Full time

Date of employment From: Month/Year To: Month/Year

Starting salary Final salary

Specific job duties

Reason for leaving

Employer _____

Address _____ City/State _____ Zip code _____

Area Code/Phone _____ Position _____

Supervisor's name and title _____ Part or Full time _____

Date of employment _____ From: Month/Year _____ To: Month/Year _____

Starting salary _____ Final salary _____

Specific job duties _____

Reason for leaving _____

Employer _____

Address _____ City/State _____ Zip code _____

Area Code/Phone _____ Position _____

Supervisor's name and title _____ Part or Full time _____

Date of employment _____ From: Month/Year _____ To: Month/Year _____

Starting salary _____ Final salary _____

Specific job duties _____

Reason for leaving _____

Additional employment history attached: Yes No

EDUCATION:

Name of school	City/State	# of years completed	Did you graduate?	Major/subject or degree
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High School

Technical school, college or university

Graduate Work

Additional training, special achievement, certificates or license, or honors relevant to position applying for.

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

Education applicant: Have you ever had a teaching certificate suspended or revoked by any state? Yes No

REFERENCES (Not relatives):

Name: _____ Occupation: _____

Address: _____ Telephone number: _____

Name: _____ Occupation: _____

Address: _____ Telephone number: _____

MEDICAL INFORMATION:

After a conditional offer of employment is made, but before employment begins, applicants may be required to undergo a physical examination and drug test at PIDF's expense with the offer of employment contingent upon the results of such examination and test.

I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician to disclose the results of the examination and the laboratory test to PIDF.

I am able to perform the essential functions of this job as stated on the job description **with or without (CIRCLE)** reasonable accommodation.

Yes No

Applicant's initials

NOTE:

- It is the policy of PIDF to hire only U.S. citizens and aliens who are authorized to work in the U.S. (As a condition of employment, you will be required to produce a list of acceptable documents establishing your identity and authorization to work in the U.S according to the U.S. Immigration and Naturalization Service’s Form I-9.)
- It is standard policy of PIDF to conduct a certified Criminal Abstract and, if applicable, Traffic Abstract, if you are a designated driver for PIDF. The findings of these certified legal records must be satisfactory within PIDF employment hiring standards.

OTHER:

Do you know anyone presently working for our company? _____ If so, who? _____

In case of emergency notify: _____
Name

Address/Zip code Phone number

If you wish, list community and professional organizations to which you belong (exclude religious and racial groups). Also, include hobbies or recreational activities you enjoy:

CERTIFICATION OF APPLICANT:

I certify that all statements made on this application are true and complete to the best of my knowledge and ability. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge and I hereby authorize any investigation of the above or related work experience, education, credentials, or reputation information for purposes of consideration towards my application for employment.

This application is not a contract and cannot be used to create a contract. I understand that if I am employed, my employment is “at will” and can be terminated at any time, either by myself or PIDF, with or without cause or reason and with or without notice.

Applicant’s signature

Application Date

Because Partners in Development Foundation would like to know as much as possible about each applicant for a teaching position and thereby give full consideration to the applicant's qualifications, we seek information in addition to the basic application form. Your response to the eight questions below will help us know you better as a teacher.

Name _____ **Date** _____

Directions: Please answer each of the questions given below as best as you can. The space provided should be adequate, but if more space is needed please attach additional pages.

1. What do you want to accomplish as a teacher?

2. How do you go about deciding what it is that should be taught to the children in your care?

3. A parent comes to you and complains that what you are teaching his child is irrelevant to the child's needs. How would you respond?

4. What do you think will provide you the greatest pleasure in teaching?

5. Have you had any experience working with Native Hawaiian families? Please explain.

6. When you have some free time, what do you enjoy doing most?

7. Have you had any experience working with parents and/or caregivers of young children?

8. This job requires lifting over 40 pounds on a regular basis. Are you able to meet this essential function of this job with or without reasonable accommodation?



PARTNERS IN DEVELOPMENT FOUNDATION (PIDF)

EMPLOYMENT APPLICATION DISCLOSURES

Please read each statement closely and initial each acknowledging your understanding of each disclosure

Confidentiality and Privacy Disclosure

It is in the best interest of PIDF to protect the privacy of proprietary information of all applicants, employees, volunteers, interns, trainees, and independent contractors.

Equal Employment Opportunity Disclosure

PIDF is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State, and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. PIDF desires to maintain a work environment that is free from sexual harassment and discrimination due to race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age or other status protected by Federal, State or local laws. PIDF will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for PIDF.

Discrimination and Sexual Harassment Policy Disclosure

PIDF will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug & Alcohol Free Workplace Program and Physical Examination

If you are offered a position with PIDF, you will be given a pre-employment drug test as condition of employment. Your refusal to submit to a drug test or your failure to pass such a test means you will not be employed by PIDF. Additionally, throughout your employment with PIDF, you may be subject to a reasonable cause and/or post-accident testing. The test results will remain strictly confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe that the individual may alter or substitute the specimen. Negative test results are required as a condition of employment. I further agree that if offered a position with PIDF, I hereby agree to any physical testing required by PIDF as a legal condition of employment as dependent upon the requirement of program contract.

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time lapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be “at-will” which means that PIDF or I may terminate employment at any given time with or without cause or notice.

Work Schedules

I understand that work schedules are subject to change at any time and that overtime may be required and must be approved in advance by my supervisor.

My answers on this application have been true and accurate pursuant to the penalty of perjury under the laws of the State of Hawaii. I have read and understand the above policy disclosures and agree to be bound by them if employed by PIDF.

Applicant’s signature

Application Date