

## APPLICATION FOR EMPLOYMENT rev 5/021

**DIRECTIONS:** Thank you for your interest in employment with La Pietra-Hawaii School for Girls. Please complete all portions of this employment application. This employment application is valid for a 12-month period after submission to La Pietra and only for the desired position. Use additional paper if necessary. If you require accommodation during the employment application process, including assistance in the completion of this employment application, please let us know.

### **PERSONAL INFORMATION**

Full Name (Please print):

\_\_\_\_\_

Present address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please print any other names you have used. (For background and criminal conviction check)

\_\_\_\_\_

Can you, upon employment, submit verification of your legal right to work in the United States?  Yes  No  
Upon hire, you will be required to present your social security number, proof of age, and authorization to work documents.

### **DESIRED EMPLOYMENT**

Desired Position: \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Compensation Desired \_\_\_\_\_

Have you ever applied for employment at La Pietra?  Yes

Have you previously worked for La Pietra?  Yes

Who referred you to La Pietra?

Indeed  LinkedIn  LaPietra.edu  College: \_\_\_\_\_  Current employee: \_\_\_\_\_

HAIS  NAIS  NCGS  Other natl job board: \_\_\_\_\_  Other \_\_\_\_\_

### **EDUCATION**

SCHOOL LEVEL	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE/CERTIFICATION/SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
OTHER			

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.

**FORMER EMPLOYERS** (Please account for last ten years of employment by answering all questions for each employer. Please be sure all questions are answered.)

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Last Worked: \_\_\_\_\_ Job Title(s): \_\_\_\_\_

May we contact your supervisor?  YES  NO If NO, why? \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Summarize type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

If you were terminated or asked to resign, please explain: \_\_\_\_\_  
\_\_\_\_\_

.....  
Name of Next Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Last Worked: \_\_\_\_\_ Job Title(s): \_\_\_\_\_

May we contact your supervisor?  YES  NO If NO, why? \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Summarize type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

If you were terminated or asked to resign, please explain: \_\_\_\_\_  
\_\_\_\_\_

.....  
Name of Next Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Last Worked: \_\_\_\_\_ Job Title(s): \_\_\_\_\_

May we contact your supervisor?  YES  NO If NO, why? \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Summarize type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

If you were terminated or asked to resign, please explain: \_\_\_\_\_  
\_\_\_\_\_

.....  
Name of Next Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Last Worked: \_\_\_\_\_ Job Title(s): \_\_\_\_\_

May we contact your supervisor?  YES  NO If NO, why? \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Summarize type of work performed and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

If you were terminated or asked to resign, please explain: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT GAPS**

Explain any periods that you were not working during the past 10 years.

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**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.

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Name: \_\_\_\_\_ Title \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

.....  
Name: \_\_\_\_\_ Title \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

.....  
Name: \_\_\_\_\_ Title \_\_\_\_\_  
Relationship to You: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

**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. A resume may be attached to avoid repetition.

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Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_ State of Issuance \_\_\_\_\_

**AWARDS, ACCOMPLISHMENTS**

If you are a member of any job-related organizations (professional, trade, etc.) or have received any job-related awards or accomplishments, list and describe them. Exclude any information that would reveal your age, race, sex, religion, color, national origin, marital status, disability, sexual orientation, arrest and court record or any other protected category recognized by Hawaii and federal laws. A resume may be attached to avoid repetition.

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**CERTIFICATION**  
**PLEASE READ CAREFULLY BEFORE SIGNING**

- A. I certify that the information contained in this application, and the attached resume if applicable, is correct and complete. I understand that any false or misleading statements or omissions made in this application, resume or interview(s), whenever discovered, are grounds for disqualification from further consideration or for dismissal from employment, regardless of how discovered.
- B. I understand that **MY EMPLOYMENT WITH LA PIETRA IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE BY MYSELF OR LA PIETRA.**
- C. I understand and agree that only the Head of School has any authority to enter into any agreement to employ me for any specified period of time or to modify terms and conditions of my employment. I agree that such an agreement must be in writing and signed by the Head of School, and I will not rely upon any other representation regardless of the source.
- D. I understand and agree that La Pietra may make a full and complete investigation of my personal or employment history, and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide La Pietra with any information (including fact or opinion) they may have regarding me. In consideration of La Pietra's review of this application, I release La Pietra and all providers of any information from any liability, which may arise as a result of furnishing and receiving this information. I understand and agree any employment offer or continued employment shall be conditional on the receipt of satisfactory references as determined by La Pietra. If employed by La Pietra, I further authorize La Pietra to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against La Pietra for truthfully communicating any such information to a potential or future employer.
- E. I agree that La Pietra may inquire into and consider any criminal conviction record that I may have after it makes a conditional offer of employment. La Pietra 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.
- F. I understand and agree that if offered employment by La Pietra, I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependant upon the receipt of a satisfactory military record as determined by La Pietra.
- G. If hired, I agree not to disclose or use confidential information belonging to prior employers and that I will inform La Pietra of any agreements that would limit my ability to work for La Pietra.
- H. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with La Pietra if La Pietra employs me.

Authorization/Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_