

UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

**APPLICATION
FOR
FACULTY OR EXECUTIVE/MANAGERIAL POSITIONS**

It is the policy of the University of Hawaii to provide equal opportunity in higher education, both in the educational mission and as an employer. All qualified persons, especially women, members of minority groups, persons with disabilities and Vietnam Era veterans, are encouraged to apply.

(This application form should be submitted directly to the college to which you are applying. If applying to more than one college, submit separate applications to each.)

ISLAND OF OAHU:

HONOLULU COMMUNITY COLLEGE
874 Dillingham Boulevard
Honolulu, HI 96817

WINDWARD COMMUNITY COLLEGE
45-720 Keaahala Road
Kaneohe, HI 96744

KAPIOLANI COMMUNITY COLLEGE
4303 Diamond Head Road
Honolulu, HI 96816

LEEWARD COMMUNITY COLLEGE
96-045 Ala Ike
Pearl City, HI 96782

NEIGHBOR ISLANDS:

HAWAII COMMUNITY COLLEGE
200 West Kawili Street
Hilo, HI 96720-4091

MAUI COMMUNITY COLLEGE
310 Kaahumanu Avenue
Kahului, HI 96732

KAUAI COMMUNITY COLLEGE
3-1901 Kaumualii Highway
Lihue, HI 96766

UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

**APPLICATION FOR
FACULTY OR EXECUTIVE/MANAGERIAL POSITIONS**

College: _____

Title of Position Applying For (or Subjects)	Position No.
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Name: _____
Last First M.I.

Current Mailing Address:

Street	Apt. No.	City	State	Zip Code
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Telephone Number: Home (____) _____ Business (____) _____

Email Address: _____ Cellular Phone No. (____) _____

At which number may we contact you? _____

Fax No: (____) _____

What are the best hours:

FOR OFFICE USE ONLY

Date Application Received: _____ Interviewed: _____

Transcript Received: Copy: _____ Official: _____

File Received: _____ Recommended: _____

Letters of Recommendation Received: 1. _____ 2. _____ 3. _____

COMMENTS:

RECOMMENDED RANK AND STEP PLACEMENT: _____

I. Education and Training

A. **Academic:** Beginning with your present or most recent educational experience, list all schools you attended beyond Grade 12:

<u>School Name and Address</u>	<u>Major Field of Study/Minor</u>	Type of Degree <u>Received</u>	Date <u>Received</u>

B. **Training:** Beginning with your most recent training experience, list all military (if appropriate), trade, technical, apprenticeship, or special training you have received.

<u>School Name and Address</u>	<u>Occupational Area</u>	Completed Program <u>Yes/No</u>	<u>Date</u>

II. OCCUPATIONAL EXPERIENCE HISTORY

A. Teaching Experience

Beginning with your present or most recent teaching experience, list your teaching experience. If additional space is required, continue on a separate sheet and attach.

[illegible]

List Post-Secondary Courses Taught (attach additional pages)	Date (M/Y to M/Y)	No. Credits Taught

B. Other Professional Experience

Beginning with your present or most recent job, experience, other than teaching, provide the information below. If additional space is required, continue on a separate sheet and attach.

Employer _____ Address _____

Supervisor's Name/Title _____ Your Title _____

Full-Time _____ to _____ Hrs/Week _____ Part-Time _____ to _____ Hrs/Week _____
Mo/Yr Mo/Yr Mo/Yr Mo/Yr

Beginning Salary: \$ _____ Ending Salary: \$ _____

Reason(s) for Leaving: _____

Description of Duties and Responsibilities:

Employer _____ Address _____

Supervisor's Name/Title _____ Your Title _____

Full-Time _____ to _____ Hrs/Week _____ Part-Time _____ to _____ Hrs/Week _____
Mo/Yr Mo/Yr Mo/Yr Mo/Yr

Beginning Salary: \$ _____ Ending Salary: \$ _____

Reason(s) for Leaving: _____

Description of Duties and Responsibilities:

Employer _____ Address _____

Supervisor's Name/Title _____ Your Title _____

Full-Time _____ to _____ Hrs/Week _____ Part-Time _____ to _____ Hrs/Week _____
Mo/Yr Mo/Yr Mo/Yr Mo/Yr

Beginning Salary: \$ _____ Ending Salary: \$ _____

Reason(s) for Leaving: _____

Description of Duties and Responsibilities:

Employer _____ Address _____

Supervisor's Name/Title _____ Your Title _____

Full-Time _____ to _____ Hrs/Week _____ Part-Time _____ to _____ Hrs/Week _____
Mo/Yr Mo/Yr Mo/Yr Mo/Yr

Beginning Salary: \$ _____ Ending Salary: \$ _____

Reason(s) for Leaving: _____

Description of Duties and Responsibilities:

III. Publications, Research and Other Creative Activities

<u>Title</u>	<u>Co-Authors</u>	<u>Title of Journals of Other Publications and Date</u>	<u>Publisher & Date (Books Only)</u>

IV. Pertinent Special Qualifications

List, as appropriate, membership in professional or scientific societies, community service, activities, honors, awards, fellowships, etc. Also include Technical/Vocational certification/license and expiration date:

V. Current References

List below the names and addresses of those who will send letter of reference and/or who may be contacted regarding your application:

	<u>Name in Full</u>	<u>Position</u>	<u>Current Mailing Address</u>	<u>Telephone No.</u>
1.	_____			
2.	_____			
3.	_____			

APPLICANTS MAY SUBMIT OTHER MATERIALS (papers, writings, statements, etc.) WHICH MAY BE OF ASSISTANCE IN EVALUATING THEIR QUALIFICATIONS.

ALL REQUESTED DOCUMENTS AND INFORMATION BECOME THE PROPERTY OF THE RESPECTIVE COLLEGE. FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS SHALL DEEM AN APPLICATION INCOMPLETE AND WILL NOT BE CONSIDERED.

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND I AGREE AND UNDERSTAND THAT ANY MISSTATEMENTS OF MATERIAL FACTS HEREIN MAY CAUSE FORFEITURE OF ALL RIGHTS TO ANY EMPLOYMENT WITH THE UNIVERSITY OF HAWAII.

ORIGINAL SIGNATURE OF APPLICANT: _____

Date: _____

CRIME AWARENESS AND CAMPUS SECURITY ACT

In accordance with the Campus Security Act of 1990, the University of Hawaii maintains data on the types and number of crimes that occur on University property as well as policies dealing with campus security. To obtain additional information, please visit the respective campus' website or contact their security office.

An Equal Opportunity/Affirmative Action Institution