



Mililani Presbyterian Preschool

95-410 Kuahelani Avenue ♦ Mililani, HI 96789

Application for Employment

General Information:

Position Desired: _____

Full Time Part Time

Temporary On-Call

Date Available for Work: _____

Last Name

First Name

Middle Initial

Street Address

City

State

Zip Code

Cell Phone Number

Home Phone Number

E-mail Address

Have you ever used any other names during the course of your education or previous employers? Yes No

If 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.

Employer _____

Street Address

City

State

Zip Code

Supervisor's Name and Title

Part or Full Time

Dates of Employment

From: Month/Year

To: Month/Year

Starting Salary

Final Salary

Specific Job Duties

Reason for Leaving

Employer _____

Street Address _____ City _____ State _____ Zip Code _____

Supervisor's Name and Title _____ Part or Full Time _____

Dates of Employment _____ From: Month/Year _____ To: Month/Year _____

Starting Salary _____ Final Salary _____

Specific Job Duties _____

Reason for Leaving _____

Employer _____

Street Address _____ City _____ State _____ Zip Code _____

Supervisor's Name and Title _____ Part or Full Time _____

Dates of Employment _____ From: Month/Year _____ To: Month/Year _____

Starting Salary _____ Final Salary _____

Specific Job Duties _____

Reason for Leaving _____

Medical Information:

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

[] Yes [] No

Applicant's Initials

Photography Release:

If hired, I give permission to be photographed and/or videotaped while at Mililani Presbyterian Preschool or on School sponsored field trips for the purposes of promoting the School and its activities.

Applicant's Initials

Education:

Name of School	City/State	# of years completed	Major/Subject	Degree Awarded
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High School

Technical School, College or University

Graduate School

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

References (Not Relatives):

Name: _____ Occupation: _____

Address: _____ Phone number: _____

Name: _____ Occupation: _____

Address: _____ Phone number: _____

Name: _____ Occupation: _____

Address: _____ Phone number: _____

Note:

- It is the policy of Mililani Presbyterian Preschool to hire only U.S. citizens and aliens who are authorized to work in the United States. As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work in the U.S. according to the U.S. Citizenship and Immigration Service's Form I-9.
- It is standard policy of Mililani Presbyterian Preschool to conduct a certified Criminal Abstract. The findings of these certified legal records must be satisfactory within Mililani Presbyterian Preschool employment hiring standards.
- All employees must be at least 18 years of age and possess a high school diploma or equivalent.

Other:

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

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

Please read each statement closely before initialing and signing:

_____ **Confidentiality and Privacy Disclosure**

It is in the best interested of Mililani Presbyterian Preschool to protect the privacy or personal information of all applicants, employees, volunteers, interns, trainees, and independent contractions.

_____ **Equal Employment Opportunity Disclosure**

Mililani Presbyterian Preschool is an equal opportunity employer. We do not discriminate on the basis of race, sex, including gender identity or expression, religion, color, national origin, sexual orientation, disability, marital status, age, military/veteran status, credit history, ancestry, citizenship, arrest and court record, genetic information, status as a domestic or sexual violence victim if notice is given to us or we have actual knowledge of such status, or other status protected by Federal, State or local laws. If you require accommodation during the employment application process, please let us know.

_____ **Discrimination and Sexual Harassment Policy Disclosure**

Mililani Presbyterian Preschool will not tolerate any form of unlawful discrimination, including sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of that conduct by an individual is used as the basis for employment decisions affecting that individual; (3) that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Employees who violate our policy may be subject to disciplinary action, up to and including unpaid suspension and/or immediate termination of employment.

_____ **Drug & Alcohol Free Workplace Program and Physical Examination Disclosure**

After an offer of employment is made, but before employment duties begin, applicants may be required to undergo a physical or medical examination at Mililani Presbyterian Preschool's expense, with the offer of employment conditioned on the result of such examination. Employees, at any time during the course of their employment, may be required to under a medical (or drug) examination at Company expense and by a Company-chosen physician. 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 Mililani Presbyterian Preschool.

_____ **Work Schedules**

I understand that work schedules are subject to change at any time based on the needs of the operation and that overtime may be required and must be approved in advance by the Director.

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission made herein, when discovered, will subject me to discharge. I authorize Mililani Presbyterian Preschool to investigate my work history, education, character, credentials, reputation, and background for purposes of considering my application for employment.

This application is not a contract of employment and cannot create a contract of employment for any specific period. I understand that if I am employed, my employment is "at will" and can be terminated at any time, either by myself or Mililani Presbyterian Preschool, with or without cause or reason and with or without notice.

I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with Mililani Presbyterian Preschool if I am employed by Mililani Presbyterian Preschool.

Applicant's Signature

Application Date