

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: \_\_\_\_\_

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Title of Position Applying For (or Subjects) \_\_\_\_\_ Position No. \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Current Mailing Address:

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Street Apt. No. City State Zip Code

Telephone Number: Home (\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cellular Phone No. \_\_\_\_\_

At which number may we contact you? (\_\_\_\_) \_\_\_\_\_

Fax No: (\_\_\_\_) \_\_\_\_\_

What are the best hours:

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**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>	<u>Type of Degree Received</u>	<u>Date 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>	<u>Completed Program 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.

<u>School Name and Address</u>	<u>Position Title</u>	<u>FT/PT %</u>	<u>Date (Mo/Yr to Mo/Yr)</u>	<u>No. Credits Taught</u>

<u>List Post-Secondary Courses Taught (attach additional pages)</u>	<u>Date (Mo/Yr to Mo/Yr)</u>	<u>No. Credits Taught</u>

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 and 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:

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**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**