

PRINT: \_\_\_\_\_  
Last Name First Name Initial

HIGH SCHOOL of the PACIFIC “Today’s Students, Tomorrow’s Leaders”

**Introductory Information on:  
CERTIFIED TEACHER APPLICATION FORM**

**Thank you for your interest in the High School of the Pacific. We look forward to reviewing your application.**

Items 1-4 below must be submitted collectively in order for your application to be considered **complete**. The collective submission of paperwork is necessary to minimize the number of times your file is handled and the number of follow-up calls required to ensure your file is complete.

1. **COMPLETED APPLICATION, RESUME, AND COVER LETTER:** You must complete all sections of the application form - do not use “refer to resume” or an equivalent statement in lieu of completing the requested information on the application form. We urge you to enclose a resume and a cover letter indicating your specialty areas with your application. It is to your advantage to express all your specialties, training and areas of expertise. A complete portfolio helps a principal decide if you are the applicant he/she needs to interview.
2. **TRANSCRIPTS:** Unofficial transcripts are acceptable until you are offered employment. Upon initial application, you may send unofficial transcripts. However, official transcripts must be received within 30 days of hire. Complete transcripts include all coursework listed on your application under educational and professional training.
3. **CONFIDENTIAL REFERENCE FORM, RECOMMENDATION LETTERS, AND PLACEMENT FILES:** Three Confidential Reference forms must be in sealed envelopes and returned with the application. Completed Confidential Reference Forms will also be accepted if mailed directly to our office. At least one of the confidential reference forms must be from an educational supervisor (principal, host teacher, college professor). You may submit a placement file and other letters of recommendation, but not in lieu of the confidential reference form.
4. **HAWAII TEACHING CERTIFICATE:** If you currently hold a Hawaii Teaching Certificate, please submit a copy with your application. You are not required to hold a Hawaii Teaching certificate prior to your preliminary interview. Passing the PRAXIS test at the state validated levels is also a requirement of certification. Currently, the State of Hawaii does not have reciprocity with any other state. You may contact them directly at <http://www.doeskq12.hi.us> for more information on certification and the PRAXIS test.

**PRESCREENING INTERVIEW:** A Prescreening interview is required for all applicants. Once your application file is complete, you will receive a letter of completion and instructions for making an interview appointment.

**HOW VACANCIES ARE FILLED:** After HSP transfers, teaching positions are not advertised or posted except when we have an insufficient number of applicants in the needed area of endorsement. When a vacancy occurs, the Head of School will screen completed files in the appropriate endorsement. Three to five applicants are generally selected for an interview. Lists of qualified applicants are generated by the area of endorsement. The Head of School screens candidates and narrows the field based on the results of the preliminary screening interview, confidential references, transcripts and portfolio. This process continues until the position is filled.

Please be sure you are thorough and accurate when completing your application. Completion of your application and all information requested is important and can have a bearing on whether or not you are selected for an interview.

**ALL INQUIRIES** regarding the application process should be directed to: **Michael Breslin, Head of School at (808) 324-7333.**

*Thank you for your interest in THE HIGH SCHOOL of the PACIFIC*

**Expectations:  
TEACHING STANDARDS**

HIGH SCHOOL of the PACIFIC seeks to recruit and hire teachers who can demonstrate the highest level of knowledge, skills, abilities and commitments in the following teaching standards:

1. A teacher has mastery of his/her subject area and uses effective teaching methods.
  - a. Demonstrates knowledge of core concepts of the teacher's content area
  - b. Relates content, concepts, and skills to other content areas and to life applications
  - c. Organizes content which encourages higher level thinking skills
  - d. Makes purpose of lesson clear to students and the activities directly relate to the purpose. Uses a wide variety of up to date learning materials beyond the text that enhance and extend learning. Responds to student questions and refers to other sources of information.
2. A teacher can describe his/her philosophy and rationale for current teaching practices.
  - a. Demonstrates a connection between beliefs and practice
  - b. Incorporates current best teaching practices in implementing changes in instructional strategies and resources
3. A teacher understands how students learn and develop and applies that knowledge by monitoring and assessing student learning.
  - a. Establishes clear and appropriate instructional objectives for student population. Aligns outcomes with curriculum or I.E.P.
  - b. Clearly communicates objectives to students
  - c. Uses varied grouping techniques with stated outcomes. Communicates criteria for assessment to students.
  - d. Provides models and guidelines of excellent work (benchmarks). Provides continued feedback to students in a positive manner
  - e. Provides multiple and varied opportunities for students to demonstrate accomplishment of objectives/outcomes
  - f. Consistently maintains accurate and up to date records (i.e., attendance, lesson plans, I.E.P., grades)
4. A teacher teaches students with respect for their individual and cultural characteristics
  - a. Respects diversity within the classroom
  - b. Provides appropriate pace and sequence of learning activities for varying needs and rates of learning
  - c. Aligns assessment tools to instructional objectives and appropriate for student population
  - d. Provides feedback through methods and materials that are free of bias and/or discrimination
  - e. Provides opportunity for student choice with effective balance between exercising rights and accepting responsibility
  - f. Incorporates characteristics of students culture into instruction
5. A teacher creates and maintains a learning environment which provides multiple opportunities for students to be actively engaged and contributing members.
  - a. Shows respect, concern, and responsiveness to students' needs
  - b. Provides an atmosphere conducive to active listening and engaged learning
  - c. Disciplines students in a dignified and fair manner
  - d. Encourages student discovery and inquiry from all learners
  - e. Provides opportunities for students to apply high-level thinking to real-life situations or assimilations
  - f. Manages materials and space effectively for attainment of student outcomes and creates positive bias-free environment
  - g. Organizes classroom to meet varying instructional groupings, experiences, and needs to learners. Clearly establishes routines and responsibilities.
6. A teacher participates in and contributes to the teaching profession.
  - a. Participates in opportunities for professional growth
  - b. Works cooperatively with school staff to promote a positive learning environment
  - c. Is willing to explore and support technology enhancements that enable educating a greater number of students than just those attending class, including distance learning initiatives
  - d. Will cooperate fully with upper administration in developing appropriate courseware, character education programs, and community service initiatives
7. A teacher works as a partner with parents, families, and community.
  - a. Works cooperatively with parents and community to promote student learning
  - b. Promotes and maintains regular and meaningful communication between classroom and student families
  - c. Develops partnerships and/or connects classroom activities to the community

**CERTIFIED TEACHER APPLICATION FORM**

**HIGH SCHOOL OF THE PACIFIC**

**Personnel Department – Attn: Michael Breslin**  
**79-7486 Mamalahoa Hwy**  
**Kealahou, HI 96750-7913**  
**Telephone: 808-324-7333**  
**Fax: 808-324-7444**  
**Web: [www.hspacific.org](http://www.hspacific.org)**



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

Previous Last Name(s): \_\_\_\_\_

Date of Application: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
 \_\_\_\_\_

Residence address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

*When completing this application, do not use "refer to resume" of equivalent statement in lieu of completing this application.*

Person other than spouse who will always be able to provide us with your current address and/or phone number:

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Please list the areas in which you are qualified to teach based on training, experience, and preference.

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL TRAINING**

Please list in chronological order, all educational institutions attended. Transcripts must be provided for each institution listed. The information on all items should be complete and accurate as it is used as the basis for determining salary.

Name and Location of Institution	From	To	Semester Hours*	Degree/GPA**	Major	Minor
Undergraduate College Work						
Graduate College Work						

\*One-quarter hour equals two-thirds of a semester hour. \*\*Provide GPA for degree(s) only.

**TEACHING EXPERIENCE**

School Year During Which Service Was Rendered		Name and Address of School City, State, ZIP	Length of Sch Term (days)	Actual Days Served	Grades Taught/ Position Held	Type of Teaching		
Beginning	Ending					Full Time	Part Time	Sub- stitute
July 1, 19	June 30, 19							
Reason for Leaving:								
Principal/Supervisor Name: Phone:				Title:				
July 1, 19	June 30, 19							
Reason for Leaving:								
Principal/Supervisor Name: Phone:				Title:				
July 1, 19	June 30, 19							
Reason for Leaving:								
Principal/Supervisor Name: Phone:				Title:				

**STUDENT TEACHING**

DATES		GRADE LEVEL	SUBJECT	NAME OF SUPERVISING TEACHER	NAME OF SCHOOL WHERE STUDENT TAUGHT	HOURS EARNED
From	To					
Principal/Supervisor Name:				Title:		Phone:

**TOTAL YEARS TEACHING EXPERIENCE**

ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL	OTHER

**EXPERIENCE OTHER THAN TEACHING (In Chronological Order)**

Note: This section is optional and may be completed if you feel experiences other than teaching may be evaluated with the view of enhancing your teaching capabilities.

INCLUSIVE DATES	TYPE OF WORK OR POSITION TYPE	EMPLOYER	SUPERVISOR
		<i>Employer</i>	<i>Name</i>
			<i>Phone</i>
		<i>Address City, State, ZIP</i>	<i>Reason for Leaving</i>
		<i>Employer</i>	<i>Name</i>
			<i>Phone</i>
		<i>Address City, State, ZIP</i>	<i>Reason for Leaving</i>

CERTIFICATIONS HELD		
Type of Certificate/Endorsement	State	Expiration Date

Are you eligible to renew all teacher certifications, which you have ever held?  YES  NO

If NO, please explain:

**IF YOU DO NOT HOLD HAWAII CERTIFICATION, PLEASE CONTACT:**

STATE OF HAWAII  
 DEPARTMENT OF EDUCATION – PERSONNEL SERVICES BRANCH  
 P.O. BOX 2360  
 HONOLULU, HI 96804-2360

All applicants for teacher certification must have taken the **Praxis I** exam and received or exceeded the minimum scores established by the Hawaii Department of Education in Reading, Writing, and Math. Have you taken the **Praxis I** and received or exceeded the minimum scores:  Yes  No (if “yes” please attach a copy of results to this application).

If you have not taken the Praxis I, when are you scheduled to take the exam? \_\_\_\_\_

**INDICATE ANY TRAINING, BACKGROUND AND EXPERIENCE RELATIVE TO WORKING WITH MINORITY STUDENTS:**

**INSTRUCTIONS FOR THE FOLLOWING SECTION:** Check the blank adjacent to any subject or activity which you are capable of teaching or sponsoring. Base your selections on training, experience and proven ability.

SPECIAL EDUCATION	FOREIGN LANGUAGES	LANGUAGE ARTS	MATH	SCIENCE	SOCIAL STUDIES
<input type="checkbox"/> Resource	<input type="checkbox"/> French	<input type="checkbox"/> Drama	<input type="checkbox"/> Algebra	<input type="checkbox"/> Biology	<input type="checkbox"/> Economics
<input type="checkbox"/> Intensive Res	<input type="checkbox"/> German	<input type="checkbox"/> Journalism	<input type="checkbox"/> Calculus	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Geography
<input type="checkbox"/> Emotionally Impaired	<input type="checkbox"/> Japanese	<input type="checkbox"/> Speech	<input type="checkbox"/> Geometry	<input type="checkbox"/> Earth Science	<input type="checkbox"/> History
<input type="checkbox"/> Vision Impaired	<input type="checkbox"/> Spanish	<input type="checkbox"/> Trigonometry	<input type="checkbox"/> Physics	<input type="checkbox"/> Psychology	
<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Latin				
<input type="checkbox"/> Gifted/Talented	<input type="checkbox"/> Other: _____				

**COMPUTERS**

Please indicate specific computer experience and software application skills you possess: \_\_\_\_\_

MUSIC	VOCATIONAL EDUCATION				
<input type="checkbox"/> Vocal	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Bus/Office Occ	<input type="checkbox"/> Drafting	<input type="checkbox"/> Home Ed	<input type="checkbox"/> Princ of Tech
<input type="checkbox"/> Band	<input type="checkbox"/> Auto Body	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Electricity	<input type="checkbox"/> Marketing	<input type="checkbox"/> Woodwork
<input type="checkbox"/> Orchestra	<input type="checkbox"/> Auto Mechanics	<input type="checkbox"/> Child Care	<input type="checkbox"/> Electronics	<input type="checkbox"/> Metals	
<input type="checkbox"/> Other	_____				

EXTRACURRICULAR				SPECIAL AREAS
<input type="checkbox"/> Arts & Crafts	<input type="checkbox"/> Drill Team	<input type="checkbox"/> Rifle	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Native Studies
<input type="checkbox"/> Baseball	<input type="checkbox"/> Football	<input type="checkbox"/> Science	<input type="checkbox"/> Weight Lifting	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Basketball	<input type="checkbox"/> Forensics	<input type="checkbox"/> Olympiad	<input type="checkbox"/> Wrestling	<input type="checkbox"/> Driver's Ed
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Gymnastics	<input type="checkbox"/> Soccer	<input type="checkbox"/> Yearbook	<input type="checkbox"/> Student Gov't
<input type="checkbox"/> Chess	<input type="checkbox"/> Hockey	<input type="checkbox"/> Softball	<input type="checkbox"/> Voc Student	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Class Advisor	<input type="checkbox"/> Honor Society	<input type="checkbox"/> Photography	<input type="checkbox"/> Track	<input type="checkbox"/> Running
<input type="checkbox"/> Cross-Country	<input type="checkbox"/> Jump Rope	<input type="checkbox"/> Special Olympics	<input type="checkbox"/> Skiing	<input type="checkbox"/> Swimming
<input type="checkbox"/> Pep Club	<input type="checkbox"/> Bilingual/Bicultural Organization	Other _____		

Name all relatives, by blood or marriage, who are present or past employees of High School of the Pacific (HSP) or serve on HSP Board of Directors. If not applicable, simply put "N/A".

Name	Relationship	Organization

**PROFESSIONAL REFERENCES**

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous: principal, supervisor, or host teacher.

Name/Title	Address/City/ZIP	Phone

Have you ever been involuntarily released, non-retained, or asked to resign from a position for any reason? \_\_\_Yes\_\_\_No

If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND INFORMATION**

Have you been convicted of a misdemeanor within the past five years? \_\_\_Yes\_\_\_No

If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of, or received, a suspended imposition of sentence for, a felony or misdemeanor?  
\_\_\_Yes\_\_\_ No

If yes, describe in full, and list the city and state in which convicted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATION OF APPLICATION

**BY SIGNING THIS APPLICATION I HEREBY CERTIFY** that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of my application or my removal from employment. An inquiry may be made to include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations for the past five years, military service and conviction records. I have never been involuntarily released from any position, non-retained, nor have I been asked to resign for any reason. I have not committed any criminal act of child abuse or molestation or any sexual abuse of a minor; any act involving the illegal use or abuse of a controlled substance; any criminal act involving the use or abuse of alcohol; or any other crime of immorality (which means any act involving a crime of moral turpitude under the Laws of the State of Hawaii). If I have been involved in any of the situations listed above, I have attached to this application a description of the events and an explanation why I believe such situation should not adversely affect my application for employment. I authorize my present and previous employers and listed references to release to the HSP any information they may have regarding my character, background, or my employment record. I release these individuals and their agents from and damage or claim for furnishing said information. I am aware that HSP may choose to obtain from the Hawaii Criminal Justice a record of all convictions, and that a favorable record check will be a condition of any offer of employment made by the HSP. I understand that employment with the HSP requires the approval of the Head of School. Employment offers are made only by the HSP Head of School and must be approved by the HSP Board of Directors.

\_\_\_\_\_  
Sign your name above as you would like it to appear on our records.

\_\_\_\_\_  
Date

**THE HIGH SCHOOL OF THE PACIFIC IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972**, with the Americans with Disabilities Act, and with all other state and federal employment laws. HSP does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, gender, marital status, changes in marital status, pregnancy or parenthood. Should you need any assistance for any reason during any stage of the employment process, please discuss your needs with the HSP Head of School. Every effort will be made to accommodate you reasonably in the process.

**PLEASE REVIEW YOUR APPLICATION FOR ACCURACY AND COMPLETENESS**  
**Thank You**



**TEACHER RECOMMENDATION**  
-----  
**WAIVER OF CONFIDENTIALITY  
AND  
CONSENT TO RELEASE INFORMATION  
RELATED TO EMPLOYMENT EVALUATIONS**

**TO: Chief School Administrator or Designee:**

\_\_\_\_\_  
(Name of prior employing School)

**FROM:**

\_\_\_\_\_  
(Applicant's Name Above)

In recognition of the need for information on the part of the High School of the Pacific in order to evaluate my application for employment, I hereby waive to the following extent the protection of confidentiality, whether provided by state statute or by any other law, bylaw, policy, or contract provision, which may pertain to the evaluation of my performance as an employee of your School. You are authorized to release to the Head of School, High School of the Pacific, copies of documents concerning me and to discuss any information concerning me with the High School of the Pacific Head of School, so long as the documents and information are related to:

- 1. The prior employing School certified employees' evaluation system,
- 2. Any other evaluation system used by your School, or
- 3. Matters contained in files maintained by my supervisor or by the personnel department, or other similar division, of the prior employing School.

This waiver of confidentiality and consent to release information does not extend to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_



## EVALUATION AND ASSESSMENT:

Based on your past experience with teachers or student teachers, rate the characteristics of this applicant on the following scale:

**Excellent (4)    Effective (3)    Needs Improvement (2)    Ineffective (1)    Not observed (N/A)**

- Demonstrates knowledge of core concepts of the teacher's content area
- Relates content, concepts, and skills to other content areas and to life applications
- Organizes content which encourages higher level thinking skills
- Makes purpose of lesson clear to students and the activities directly relate to the purpose
- Uses a wide variety of up to date learning materials beyond the text that enhance and extend learning
- Responds to student questions and refers to other sources of information
- Demonstrates a connection between beliefs and practice
- Incorporates current best teaching practices in implementing changes in instructional strategies and resources
- Establishes clear and appropriate instructional objectives for student population
- Aligns outcomes with curriculum or I.E.P.
- Clearly communicates objectives to students
- Uses varied grouping techniques with stated outcomes
- Communicates criteria for assessment to students
- Provides models and guidelines of excellent work (benchmarks)
- Provides continued feedback to students in a positive manner
- Provides multiple and varied opportunities for students to demonstrate accomplishment of objectives/outcomes
- Consistently maintains accurate and up to date records (i.e., attendance, lesson plans, I.E.P., grades)
- Respects diversity within the classroom
- Provides appropriate pace and sequence of learning activities for varying needs and rates of learning
- Aligns assessment tools to instructional objectives and appropriate for student population
- Provides feedback through methods and materials that is free of bias and/or discrimination
- Provides opportunity for student choice with effective balance between exercising rights and accepting responsibility
- Incorporates characteristics of students' culture into instruction
- Shows respect, concern, and responsiveness to students' needs
- Provides an atmosphere conducive to active listening and engaged learning

- Disciplines students in a dignified and fair manner
- Encourages student discovery and inquiry from all learners
- Provides opportunities for students to apply higher-level thinking to real-life situations or assimilations
- Manages materials and space effectively for attainment of student outcomes and creates positive bias-free environment
- Organizes classroom to meet varying instructional groupings, experiences, and needs to learners
- Clearly establishes routines and responsibilities
- Works cooperatively with parents and community to promote student learning
- Promotes and maintains regular and meaningful communication between classroom and student families
- Develops partnerships and/or connects classroom activities to the community
- Participates in opportunities for professional growth
- Works cooperatively with school staff to promote a positive learning environment

**If you were a previous supervisor or have knowledge of the following, please respond:**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Did the applicant leave employment voluntarily?             | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Was the applicant's performance entirely favorable?         | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Was this employee non-retained/non-renewed in your school?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Was this employee asked to resign for any reason?           | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Was this employee involuntarily released?                   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Is the employee eligible for rehire?                        | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Would you rehire the individual again without reservations? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

**PLEASE WRITE BELOW ANY ADDITIONAL COMMENTS ABOUT APPLICANT:**

---



---



---



---



---



---



---

YOUR SIGNATURE ABOVE

POSITION

DATE

*The High School of the Pacific wishes to thank you for the information you have provided on this Recommendation Form.*