

**SAINT FRANCIS SCHOOL**  
 2707 Pamoia Road Honolulu, HI 96822  
 Phone: (808) 988-4111 Fax: (808) 988-5497  
[www.stfrancis-oahu.org](http://www.stfrancis-oahu.org)  
**PROFESSIONAL APPLICATION FORM**

Name:	Last	First	Middle	Social Security #	
Mailing Address	City	State	Zip	Telephone Number	
				Cell phone Number	
Religious Affiliation		Citizenship ( ) US Citizen ( ) Other			
Roman Catholic _____		( ) Other:			
<b>PERSONAL STATUS</b>					
( ) SINGLE ( ) MARRIED ( ) DIVORCED ( ) RELIGIOUS BROTHER/SISTER ( ) PRIEST					
<b>PREFERENCES</b>					
AVAILABILITY: ( ) Full-Time ( ) Part Time Earliest Available Date:					
GRADE: ( ) Kindergarten ( ) 1 <sup>st</sup> thru 6 <sup>th</sup> Grades ( ) 7 <sup>th</sup> thru 12 <sup>th</sup> Grades					
SUBJECT: ( ) Religion ( ) Language Arts (specify)					
( ) Social Studies ( ) Mathematics (specify)					
( ) Hawaiian Studies ( ) Science (specify)					
( ) Art ( ) Music ( ) PE ( ) Health ( ) Coach					
( ) Library Science ( ) Counseling					
( ) Computer Skills ( ) Other (specify)					
<b>PROFESSIONAL INFORMATION</b>					
Secondary (High School) Institution				Year Graduated:	
Undergraduate Institution(s)	City/State	From	To	Degree	Field
		Mo/Yr	Mo/Yr		
Graduate	City/State	From (Mo/Yr)	To (Mo/Yr)	Degree	Field
Other Institution(s)	City/State	From (Mo/Yr)	To (Mo/Yr)	Units	Field
<b>Work Experience</b>					
Name of Firm/Institution	City/State	Nature of Work	From/To	Reason for Leaving	

The following questions are to be answered only after reading the Mission and Philosophy Statement:  
 1. Are you willing to support the philosophy of Catholic Education ( ) Yes ( ) No  
 2. Are you willing to support our Religious Requirements ( ) Yes ( ) No  
 PLEASE COMMENT ON "NO" RESPONSES: \_\_\_\_\_

3. Have you had a serious illness within the past two years which would affect your performance?  
 Yes  No
4. Have you ever been arrested or convicted of a crime which would have a substantial relationship to the functions and responsibilities of this position for which you are applying?  Yes  No
5. Were you ever suspended, dismissed or asked to resign from any teaching position?  Yes  No
6. Have you ever had a teaching certificate suspended or revoked by any state?  Yes  No
- PLEASE COMMENT ON ANY "YES" RESPONSES: \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

I hereby certify that the statements made on the application are true, complete and correct to the best of my knowledge and belief. I understand that the terms of the contract are subject to change should the information provided be inaccurate or cannot be officially verified.

I hereby authorize Saint Francis School to obtain information from my current and past employers or from any individual listed on this application form and attachments. I waive the right to hold liable those persons for providing any requested information. It is understood that such information is to be absolutely privileged, confidential and used only in determining any qualifications for employment and assignment.

I agree that any willful omission or falsification of material facts in this application which would ordinarily be used as a basis for not hiring me will constitute sufficient reason for immediate dismissal.

I understand that unless this application is completed within three months, it will be considered withdrawn.

Legal Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_Application                      \_\_\_\_Resume                      \_\_\_\_Official Transcript  
 \_\_\_\_Three recommendations (1 one from immediate employer)    \_\_\_\_Criminal Background Check

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## **MISSION**

**“QUALITY CATHOLIC EDUCATION IN A SPIRIT OF JOY”**

## **PHILOSOPHY**

Saint Francis School sponsored by the Sisters of Saint Francis of the Neumann Communities, strives to provide academic excellence in a Christian context for young women and men. The school does not discriminate based on ethnicity, religion, sex, or socioeconomic status. In keeping with the Franciscan mission to the poor, Saint Francis offers an affordable, quality, Catholic education to all.

Saint Francis School endeavors to develop each student spiritually, academically, physically, emotionally, and socially. The combined efforts of the family, Church, school, community, and society are vital to gospel living and achieving fulfillment of the whole person. The school’s chief task is to cultivate faculties which the student can use together with others towards the attainment of a common dignity for all.

The school accomplishes its objectives through a liberal arts education where students are encouraged to inspire, explore, and discuss ideas in search of truths, both religious and secular. This search sets the foundation for an informed, responsible, active, and contributing member of the Church and the global community.