



# Application for Professional Employment

## Teachers School Librarians School Counselors

State of Hawai'i  
Department of Education  
Office of Human Resources  
Teacher Recruitment  
680 Iwilei Road, Suite 490  
Honolulu, Hawai'i 96817

**Telephone:**

Oahu	(808) 586-3420
Hawaii (Big Island)	974-4000, Ext. 63420
Kauai	274-3141, Ext. 63420
Maui	984-2400, Ext. 63420
Molokai & Lanai	1-800-468-4644 ext. 63420
Continental U.S. & Alaska	1-800-305-5104

Website: [www.doe.k12.hi.us](http://www.doe.k12.hi.us)

AN EQUAL OPPORTUNITY EMPLOYER

The Hawai'i State Department of Education does not issue Hawai'i teacher licenses. For an application and information regarding licensure requirements (including PRAXIS tests), please contact:

Hawai'i Teacher Standards Board  
650 Iwilei Road, #201  
Honolulu, Hawai'i 96817  
(808) 586-2600 Main  
586-2616 or 2618 Licensing Information  
[www.htsb.org](http://www.htsb.org)

## INTRODUCTION

The Hawai'i State Department of Education accepts applications from those interested in working as teachers, librarians, or counselors in the public school system. A single application enters the individual into the recruitment pool maintained by the central Office of Human Resources, from which lists of eligible candidates are established for all school level vacancies in Hawai'i's seven public school districts.

For employment consideration, candidates must complete an application, submit the documents listed below and complete the intake interview. Candidates are strongly encouraged to submit the application as soon as possible, as the form establishes the recruitment file. Since supporting documents come from various institutions, agencies and other sources, they are often received at different points in time. Incomplete records are placed in a pending file for processing until all required documents have been received.

Employment consideration is administered in accordance with applicable federal and state laws, the Department of Education's School Code – Certificated Personnel Policy and Regulations (5000 Series), and relevant collective bargaining agreement provisions.

## APPLICATION REQUIREMENTS

Applications are currently being accepted from applicants who have completed a state approved teacher (or specialist) education program (SATEP) or who possess a bachelor's degree and intend to work while completing an SATEP. All applicants must be authorized to work in the United States of America.

Accuracy and efficiency in completing the application and submitting supporting documents will expedite establishing an active applicant file. **The following documents are required. All materials submitted become the property of the Hawai'i State Department of Education and will not be returned to applicant.**

1. Application for Professional Employment for Teachers, School Librarians, and School Counselors. (Personnel Form 100). ALL information must be typed or written in ink. Detach and submit ORIGINAL application form.
2. Legible copies (front and back, including coding information) of valid teaching credentials, if applicable. If there is a question concerning whether an applicant has completed a state approved teacher education program, the applicant will be asked to forward an Institutional Recommendation to the institution(s).
3. Official college or university transcripts bearing the school seal or graduated colored signatures and indicating the degree(s) awarded. Junior college credits are accepted only if verified as transferable to a four-year university as part of an accredited baccalaureate program. Credits from foreign universities are accepted only if verified as comparable to degree(s) or course work from an accredited postsecondary institution in the United States. The course-by-course report must be completed by an external evaluation agency recognized by the Hawai'i State Department of Education. Refer to [www.doe.k12.hi.us](http://www.doe.k12.hi.us) for additional information.
4. Teacher Performance Evaluations or Character References:
  - a. Recent graduates of teacher education programs in Hawai'i shall submit Student Teacher Evaluation(s).
  - b. Recent graduates from teacher education programs outside Hawai'i shall submit a Confidential Report on Applicant (Personnel Form 100a) from the Student Teaching Supervisor.

- c. Teachers with one or more years of contracted teaching experience shall submit at least two (2) Confidential Reports on Applicant (Personnel Form 100a) from the most recent School Principal(s) or Supervisor(s).
  - d. Hawai'i applicants who have not completed a state approved teacher education program shall submit two (2) current letters of recommendation.
5. Verification of all contracted K-12 teaching experience, if applicable, signed by appropriate school officials stating:
    - a. inclusive dates of employment,
    - b. place of employment,
    - c. position title with subjects and levels of teaching (preschool, elementary, secondary), and
    - d. employment status (full or part time basis). (Some years of teaching experience may be creditable for higher salary placement when employed.)
  6. Legible copy of Military Certificate (Form DD-214) indicating entry and separation dates of **active** service, if applicable. (A maximum of four years of **active** military service may be creditable for higher salary placement when employed.)

## INTAKE INTERVIEW

A structured interview is an important step in the application process. Applicants must complete this interview with an authorized recruiter for employment consideration.

## OFFER LETTERS FOR SHORTAGE FIELDS

Applicants with a teaching major in a critical shortage field may be given an offer of employment prior to relocating to Hawai'i. Although shortage fields change periodically, Special Education has been a shortage area for many years. Information about the critical shortage fields may be obtained by calling or visiting:

Oahu	(808) 586-3420
Hawai'i (Big Island)	974-4000, Ext. 63420
Maui	984-2400 Ext. 63420
Molokai & Lanai	1-800-468-4644, Ext. 63420
Kauai	274-3141, Ext. 63420
Continental U.S. & Alaska	1-800-305-5104
Website	<a href="http://doe.k12.hi.us">doe.k12.hi.us</a>

## EMPLOYMENT REQUIREMENTS

The following forms are provided upon hire with the Hawai'i State Department of Education and must be returned:

1. Signed contract
2. Federal and State Withholding Allowance Certificates (Forms W-4 and HW-4)
3. Personal Data Sheet (return with copy of Social Security card attached)
4. Employees' Retirement System Membership Enrollment Form
5. Ethnic Category
6. Bilingual/Bicultural and English as a Second Language Skills Survey (Voluntary)
7. Employment Suitability Check for D.O.E. Employees (Personnel Form 90)
8. Employment Eligibility Verification (Form I-9) to be completed within three (3) days of hire.
9. Salary Assignment/Cancellation (Form D-60)
10. Employees' Designation of Beneficiary (Form D-90)

**Applicants without a Social Security Card are advised to obtain one with current name as soon as possible.**

**POLICIES ON  
EQUAL EMPLOYMENT OPPORTUNITY  
POLICIES OF THE BOARD OF EDUCATION**

**Equal Employment Opportunity:** The Department of Education, State of Hawai'i, through its Superintendent of Education and state, regional, and school administrators, shall recruit, hire, upgrade, train, and promote its personnel in all jobs without discriminating against any person because of that person's race, color, national origin, ancestry, religion, sex, marital status, age, disability, assignment of income for child support obligations, National Guard participation, sexual orientation or arrest and court record. The Superintendent of Education and the department's administrators shall ensure, through adequate monitoring, that all personnel actions shall be taken in accordance with the department's equal employment opportunity policy.

Sexual harassment is a form of sex discrimination that is prohibited in the workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Any employee of the department who violates this policy against sexual harassment shall be disciplined accordingly.

Harassment based on race, color, national origin, or ancestry is a form of discrimination. (Harassment based on religion, marital status, age, disability, assignment of income for child support obligations, National Guard participation, sexual orientation or arrest and court record is also a form of discrimination.) Harassment includes any action, verbal or non-verbal, which creates an intimidating hostile, or offensive work or school environment; interferes with an individual's work performance or with a student's education; or otherwise adversely affects an individual's employment opportunity or a student's educational opportunity. Employees of the Department of Education are prohibited from harassing other employees and students in any program or activity conducted by the Department. An employee who violates this policy is subject to disciplinary action.

**Employment Eligibility Verification:** In accordance with the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, persons selected for employment must meet the work authorization requirements of the Immigration and Naturalization Service and submit the Form I-9, "Employment Eligibility Verification." Documents that establish identity and U.S. employment eligibility are required within three (3) business days of the date of employment. Non-compliance of this requirement may result in termination of employment.

**Employment Background Check:** Under Act 257, SLH 1990 (Section 846-43, HRS), and the Board of Education approved Chapter 8-7 Hawai'i Administrative Rules, the Hawai'i State Department of Education is authorized to conduct an employee background check for public school personnel as a condition of employment. Persons selected for employment in close proximity of students must successfully complete the employment screening process including criminal history record, employment history, fingerprinting and background checks (Form 90).

**Civil Rights Complaint Procedure:** Upon being employed by the Department of Education any employee who believes that he/she had been subjected to discrimination prohibited under civil rights laws or any employee who believes that he/she has been subjected to sexual harassment may seek redress through the Department's Civil Rights Complaint Procedure #5513 of the Department's School Code (5000 Series) and/or the appropriate federal administrative complaint procedure.

If you need additional information on your non-discrimination rights in employment, call or write to:

Civil Rights Compliance Office  
Office of the Superintendent  
Hawai'i Department of Education  
P.O. Box 2360  
Honolulu, HI 96804  
Phone: (808) 586-3322

If you believe you have been discriminated against by the Hawai'i Department of Education, you may file a complaint with any of the following agencies:

U.S. Equal Employment Opportunity Commission  
Honolulu Local Office  
300 Ala Moana Blvd., Room 7-127  
P.O. Box 50082  
Honolulu, HI 96850-0051  
Phone: (808) 541-3120

Office for Civil Rights  
U.S. Department of Education  
Western Division, Seattle Office  
Henry M. Jackson Federal Bldg.  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Phone: (206) 220-7880

Hawai'i Civil Rights Commission  
850 Punchbowl St., Room 411  
Honolulu, HI 96813  
Phone: (808) 220-8636



**STATE OF HAWAII**  
 DEPARTMENT OF EDUCATION  
 OFFICE OF HUMAN RESOURCES  
 Teacher Recruitment  
 680 Iwilei Road, Suite 490  
 Honolulu, Hawai'i 96817

**Telephone:**  
 Oahu (808) 586-3420  
 Hawaii (Big Island) 974-4000, Ext. 63420  
 Kauai 274-3141, Ext. 63420  
 Maui 984-2400, Ext. 63420  
 Molokai & Lanai 1-800-468-4644 ext. 63420  
 Continental U.S. & Alaska 1-800-305-5104

# APPLICATION FOR PROFESSIONAL EMPLOYMENT FOR TEACHERS, SCHOOL LIBRARIANS, AND SCHOOL COUNSELORS

**AN EQUAL OPPORTUNITY EMPLOYER**

<b>Please Print in Ink or Type</b>				<b>PERSONAL INFORMATION</b>		Date of Application:	
First Name	Middle Name	Last Name	Other Names Used:	<b>Social Security Number</b>			
Current Mailing Address Until . . . . .		City and State	Zip Code	Area Code	Residence Phone No.		
				Area Code	Other Phone No.		
Permanent Address		City and State	Zip Code	Area Code	Residence Phone No.		
				Area Code	Other Phone No.		
e-mail address:		Source of Application: Website _____ Career Fair _____ Other _____					

**EDUCATIONAL AND PROFESSIONAL TRAINING (Do not indicate "Refer to Resume" or "See Attached.")**  
 Please list, in order of attendance, all educational institutions attended including high school. The information should be complete and official college and/or university transcripts should be submitted to the Hawai'i State Department of Education, Office of Human Resources, Teacher Recruitment.

Name of Institution	Location	From	To	Sem. Hrs.	Degree Type	Degree Date	Major Subject	Minor Subject
High School								
College or University								

**STUDENT TEACHING, INTERNSHIP AND/OR PRACTICUM (Do not indicate "Refer to Resume" or "See Attached.")**

Please list all student teaching and/or practicum experience, both baccalaureate and post-baccalaureate.

From	To	Subject & Grade Level	Name & Address of School	Name of Cooperating Teacher	Sem. Hrs.

**PROFESSIONAL CERTIFICATION/LICENSEING (Do not indicate "Refer to Resume" or "See Attached.")**

Please list all teaching credentials. Copies of credentials should be submitted to the Hawai'i State Department of Education, Office of Human Resources, Teacher Recruitment.

Type of Teaching Certificate/License	State	Date Expected or Granted	Expiration Date

**(DETACH HERE)**



**PROFESSIONAL TEACHING EXPERIENCE - Do not indicate "Refer to Resume" or "See Attached." Use an attachment with the same format if necessary.** Please list only teaching and educational administrative experience. Start with your present or most recent position. Verification of employment and reference reports/letters should be submitted to the Hawai'i State Department of Education, Office of Human Resources, Teacher Recruitment.

District	School	Service Dates (Month, Day, Year) From _____ To _____
District Address	Principal	Beginning Salary / Ending Salary
Grade and/or Subject	Position Title	Number of Years of Service
Reason for Leaving		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Sub-stitute <input type="checkbox"/>

District	School	Service Dates (Month, Day, Year) From _____ To _____
District Address	Principal	Beginning Salary / Ending Salary
Grade and/or Subject	Position Title	Number of Years of Service
Reason for Leaving		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Sub-stitute <input type="checkbox"/>

District	School	Service Dates (Month, Day, Year) From _____ To _____
District Address	Principal	Beginning Salary / Ending Salary
Grade and/or Subject	Position Title	Number of Years of Service
Reason for Leaving		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Sub-stitute <input type="checkbox"/>

District	School	Service Dates (Month, Day, Year) From _____ To _____
District Address	Principal	Beginning Salary / Ending Salary
Grade and/or Subject	Position Title	Number of Years of Service
Reason for Leaving		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Sub-stitute <input type="checkbox"/>

District	School	Service Dates (Month, Day, Year) From _____ To _____
District Address	Principal	Beginning Salary / Ending Salary
Grade and/or Subject	Position Title	Number of Years of Service
Reason for Leaving		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Sub-stitute <input type="checkbox"/>

**ACTIVE UNITED STATES MILITARY SERVICE (Form DD214)**

A copy of your certificate indicating the beginning and ending dates of service should be submitted if requesting service credit.

Period of Active Duty From _____ To _____ <small>Month, Year      Month, Year</small>	Nature of Assignment
---	----------------------

**OTHER WORK EXPERIENCE - Do not indicate "Refer to Resume" or "See Attached." Use an attachment with the same format if necessary.** Please list all non-teaching experience. Start with your present or most recent position. Letters of recommendation may be sent to the Hawai'i State Department of Education, Office of Human Resources, Teacher Recruitment.

Firm or Organization	Address	From	To
Position Title	Name & Position Title of Supervisor	Beginning Salary /	Ending Salary
Job Duties	Number of Years		
Reason for Leaving	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	

Firm or Organization	Address	From	To
Position Title	Name & Position Title of Supervisor	Beginning Salary /	Ending Salary
Job Duties	Number of Years		
Reason for Leaving	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	

Firm or Organization	Address	From	To
Position Title	Name & Position Title of Supervisor	Beginning Salary /	Ending Salary
Job Duties	Number of Years		
Reason for Leaving	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	

### CERTIFICATION OF APPLICANT

I hereby certify that all information provided in the application for employment are true and correct to the best of my knowledge and belief. I understand that terms of the contract are subject to change should the information provided be inaccurate or cannot be officially verified.

I hereby authorize the Hawai'i State Department of Education, Office of Human Resources, to obtain information from my current and past employers or from any individual listed on this application form and attachments and 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 my qualifications for employment and assignment. I agree, upon employment, to submit to fingerprinting and subsequent criminal history record check.

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 in detail it will not be considered.

I understand that all persons seeking employment with the government of the State shall be citizens, nationals or permanent resident aliens of the United States or eligible under federal law for unrestricted employment in the United States and legal residents or former legal residents of the State at the time of their employment.

\_\_\_\_\_ Date

\_\_\_\_\_ Legal Signature of Applicant

---

## EEOC RECORDKEEPING REGULATION

---

In order to meet the recordkeeping and reporting requirements of the U.S. Equal Employment Opportunity Commission (EEOC), we ask your cooperation and assistance in completing the following information. Your participation is voluntary and the information gathered will be confidential. **This information will be kept separately from your applicant records.** Your response to the questions will not affect your employment eligibility considerations with the Hawai'i State Department of Education. Please type or print.

Male

Female

CIRCLE **ONE** LETTER ONLY:

- |             |                  |                       |  |
|-------------|------------------|-----------------------|--|
| B. Black    | K. Korean        | W. White-             | Also includes persons of Indo-European descent, e.g., Pakistani and East Indian; and persons of Portuguese, Spanish, or Latin descent (excluding Filipino and Puerto Rican). |
| C. Chinese  | P. Part-Hawaiian | M. Mixed-             | Includes all mixtures other than Part-Hawaiian: All Part-Hawaiians, please circle letter "P."  |
| F. Filipino | R. Puerto Rican  | O. Other or unknown - | (Specify if other)   |
| H. Hawaiian | S. Samoan        |                       |  |
| J. Japanese |                  |                       |  |
-



**STATE OF HAWAII**  
 DEPARTMENT OF EDUCATION  
 OFFICE OF HUMAN RESOURCES  
 Teacher Recruitment  
 680 Iwilei Road, Suite 490  
 Honolulu, Hawaii 96817

**Telephone:**  
 Oahu (808) 586-3420  
 Hawaii (Big Island) 974-4000, Ext. 63420  
 Kauai 274-3141, Ext. 63420  
 Maui 984-2400, Ext. 63420  
 Molokai & Lanai 1-800-468-4644 ext. 63420  
 Continental U.S. & Alaska 1-800-305-5104

# CONFIDENTIAL REPORT ON APPLICANT

**Recent graduates of teacher education programs from colleges/universities in Hawaii'i shall submit Student Teacher Evaluations instead of this Confidential Report.**

**INSTRUCTIONS TO APPLICANT:**

1. **PLEASE SEND THIS *CONFIDENTIAL REPORT ON APPLICANT* TO THOSE FOR WHOM YOU ARE AUTHORIZING THIS RELEASE OF INFORMATION.**
  - a) Recent graduates of teacher education programs from colleges/universities **outside** Hawaii'i shall submit one Confidential Report on Applicant Form 100a from the college/university faculty who supervised applicant's student teaching.
  - b) Teachers with one or more years of contracted teaching experience shall submit at least two (2) Confidential Reports on Applicant Form 100a from the most recent School Principal(s) or Supervisor(s).
2. Print or type in the appropriate information requested below.
3. Provide the evaluator with a stamped envelope with your confidential report request addressed to the **Hawaii State Department of Education, Office of Human Resources, P.O. Box 2360, Honolulu, Hawaii'i 96804, Attention: Teacher Recruitment**

Name of Applicant	Name of Evaluator
Address	Position
City, State, Zip Code	Address (including City, State, Zip Code)
Social Security Number	Phone Number, email
Applicant Signature	Date

**INSTRUCTIONS TO EVALUATOR OF CONFIDENTIAL REPORT:**

The above-named applicant is seeking a position with the Hawaii'i State Department of Education. You have been named as a reference who is knowledgeable about his/her professional work. Your appraisal of the applicant is needed. The information you provide will be held in confidence for Department use in the establishment of a selective recruitment pool of prospective employees. We appreciate your candid assessment. Thank you for your early reply.

1. Dates applicant was professionally associated with you: From: \_\_\_\_\_ To: \_\_\_\_\_
2. What was the applicant's position? \_\_\_\_\_
3. What was your official relationship to the applicant? \_\_\_\_\_
4. Would you re-employ the applicant if you had a vacancy? Yes  No
- 4a. If "No", please explain. \_\_\_\_\_
5. How would you assess the applicant in relation to other employees whom you have supervised?  
 Upper 10%  Above Average  Average  Below Average

**INSTRUCTIONS TO EVALUATOR**

- Select and enter in the appropriate column the numerical rating that best describes the applicant's ability, knowledge, and/or skills for each category.
- Rate all areas, sign, and date this report. Additional comments, if desired, may be submitted with this report.

• **Mail the Confidential Report on Applicant to:** **Hawaii'i State Department of Education  
 Office of Human Resources  
 680 Iwilei Road, Suite 490  
 Honolulu, Hawaii'i 96817  
 Attention: Teacher Recruitment**

# RATING OF PROFESSIONAL COMPETENCIES

SCALE: 5-Superior; 4-Above Acceptable Standard; 3-Acceptable; 2-Below Standard; 1-Unacceptable

## Competencies of an Effective Teacher:

Rating

1. **Focuses on the Learner:** Engages students in appropriate experiences that support their development as independent learners.
2. **Creates and Maintains a Safe and Positive Learning Environment:** Creates a safe and positive learning environment that encourages positive social interaction, civic responsibility, active engagement in learning, and self-motivation.
3. **Adapts to Learner Diversity:** Provides opportunities that are inclusive and adapted to diverse learners.
4. **Fosters Effective Communication in the Learning Environment:** Enriches communication in the learning environment.
5. **Demonstrates Knowledge of Content:** Demonstrates competency in content area(s) to develop student knowledge and performance.
6. **Designs and Provides Meaningful Learning Experiences:** Plans and implements meaningful learning experiences for children.
7. **Uses Active Student Learning Strategies:** Uses a variety of active learning strategies to develop the thinking, problem-solving, and learning skills of students.
8. **Uses Assessment Strategies:** Applies appropriate assessment strategies to evaluate and ensure the continuous intellectual, social, physical, and emotional development of the learner.
9. **Demonstrates Professionalism:** Evaluates the effects of his/her choices and actions and actively seeks opportunities to grow professionally.
10. **Fosters Parent and School Community Relationships:** Establishes and maintains strong working relationships with parents and members of the school community to support student learning.

## OVERALL RATING

*The applicant is likely to perform satisfactorily according to the above areas of teaching competency based upon his/her demonstrated performance as a student teacher or experienced teacher.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Position \_\_\_\_\_ School/District \_\_\_\_\_



**STATE OF HAWAII**  
 DEPARTMENT OF EDUCATION  
 OFFICE OF HUMAN RESOURCES  
 Teacher Recruitment  
 680 Iwilei Road, Suite 490  
 Honolulu, Hawaii 96817

**Telephone:**  
 Oahu (808) 586-3420  
 Hawaii (Big Island) 974-4000, Ext. 63420  
 Kauai 274-3141, Ext. 63420  
 Maui 984-2400, Ext. 63420  
 Molokai & Lanai 1-800-468-4644 ext. 63420  
 Continental U.S. & Alaska 1-800-305-5104

# CONFIDENTIAL REPORT ON APPLICANT

**Recent graduates of teacher education programs from colleges/universities in Hawai'i shall submit Student Teacher Evaluations instead of this Confidential Report.**

**INSTRUCTIONS TO APPLICANT:**

1. **PLEASE SEND THIS *CONFIDENTIAL REPORT ON APPLICANT* TO THOSE FOR WHOM YOU ARE AUTHORIZING THIS RELEASE OF INFORMATION.**
  - a) Recent graduates of teacher education programs from colleges/universities **outside** Hawai'i shall submit one Confidential Report on Applicant Form 100a from the college/university faculty who supervised applicant's student teaching.
  - b) Teachers with one or more years of contracted teaching experience shall submit at least two (2) Confidential Reports on Applicant Form 100a from the most recent School Principal(s) or Supervisor(s).
2. Print or type in the appropriate information requested below.
3. Provide the evaluator with a stamped envelope with your confidential report request addressed to the **Hawaii State Department of Education, Office of Human Resources, P.O. Box 2360, Honolulu, Hawai'i 96804, Attention: Teacher Recruitment**

Name of Applicant	Name of Evaluator
Address	Position
City, State, Zip Code	Address (including City, State, Zip Code)
Social Security Number	Phone Number, email
Applicant Signature	Date

**INSTRUCTIONS TO EVALUATOR OF CONFIDENTIAL REPORT:**

The above-named applicant is seeking a position with the Hawai'i State Department of Education. You have been named as a reference who is knowledgeable about his/her professional work. Your appraisal of the applicant is needed. The information you provide will be held in confidence for Department use in the establishment of a selective recruitment pool of prospective employees. We appreciate your candid assessment. Thank you for your early reply.

1. Dates applicant was professionally associated with you: From: \_\_\_\_\_ To: \_\_\_\_\_
2. What was the applicant's position? \_\_\_\_\_
3. What was your official relationship to the applicant? \_\_\_\_\_
4. Would you re-employ the applicant if you had a vacancy? Yes  No
- 4a. If "No", please explain. \_\_\_\_\_
5. How would you assess the applicant in relation to other employees whom you have supervised?  
 Upper 10%  Above Average  Average  Below Average

**INSTRUCTIONS TO EVALUATOR**

- Select and enter in the appropriate column the numerical rating that best describes the applicant's ability, knowledge, and/or skills for each category.
- Rate all areas, sign, and date this report. Additional comments, if desired, may be submitted with this report.
- **Mail the Confidential Report on Applicant to:** **Hawai'i State Department of Education  
 Office of Human Resources  
 680 Iwilei Road, Suite 490  
 Honolulu, Hawai'i 96817  
 Attention: Teacher Recruitment**

# RATING OF PROFESSIONAL COMPETENCIES

SCALE: 5-Superior; 4-Above Acceptable Standard; 3-Acceptable; 2-Below Standard; 1-Unacceptable

## Competencies of an Effective Teacher:

Rating

1. **Focuses on the Learner:** Engages students in appropriate experiences that support their development as independent learners.
2. **Creates and Maintains a Safe and Positive Learning Environment:** Creates a safe and positive learning environment that encourages positive social interaction, civic responsibility, active engagement in learning, and self-motivation.
3. **Adapts to Learner Diversity:** Provides opportunities that are inclusive and adapted to diverse learners.
4. **Fosters Effective Communication in the Learning Environment:** Enriches communication in the learning environment.
5. **Demonstrates Knowledge of Content:** Demonstrates competency in content area(s) to develop student knowledge and performance.
6. **Designs and Provides Meaningful Learning Experiences:** Plans and implements meaningful learning experiences for children.
7. **Uses Active Student Learning Strategies:** Uses a variety of active learning strategies to develop the thinking, problem-solving, and learning skills of students.
8. **Uses Assessment Strategies:** Applies appropriate assessment strategies to evaluate and ensure the continuous intellectual, social, physical, and emotional development of the learner.
9. **Demonstrates Professionalism:** Evaluates the effects of his/her choices and actions and actively seeks opportunities to grow professionally.
10. **Fosters Parent and School Community Relationships:** Establishes and maintains strong working relationships with parents and members of the school community to support student learning.

## OVERALL RATING

*The applicant is likely to perform satisfactorily according to the above areas of teaching competency based upon his/her demonstrated performance as a student teacher or experienced teacher.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Position \_\_\_\_\_ School/District \_\_\_\_\_

