



**Holy Trinity Lutheran School**  
**Substitute Teacher/Non-Instructional Staff Application**

553 Ashmoor Avenue Bowling Green, KY 42101

P. 270-843-1001 F. 270-843-7466

[www.htlsbg.com](http://www.htlsbg.com)

*The mission of Holy Trinity Lutheran School is to reach out to families and children with the Good News of Jesus through a Christ-centered, loving and forgiving environment of academic excellence.*

Position applying for: (check all that apply) \_\_\_ Office \_\_\_ Teacher Aide \_\_\_ Extended Care \_\_\_ Substitute

Preferred/Available Hours: M T W Th F \_\_\_ Part Time \_\_\_ Full Time Hours: \_\_\_\_\_ - \_\_\_\_\_

Available as to start on: \_\_\_\_\_

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**Personal Data**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
First Middle Last Preferred

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Best time to call \_\_\_\_\_ - \_\_\_\_\_ AM or PM

Email Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Church you are currently attending \_\_\_\_\_ Member (Y/N) \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Church Phone \_\_\_\_\_

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**Educational Background**

Highest Level of Education Completed: \_\_\_ High School/GED Equivalent \_\_\_ years of college

Most recent school attended/attending \_\_\_\_\_

Location \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

Dates Attended \_\_\_\_\_ - \_\_\_\_\_ Anticipated Date of Completion \_\_\_\_\_

Education and specific training relating to the position applied for \_\_\_\_\_

Please list technology with which you are familiar including software programs and devices such as iPads/ Word/ Chromebooks/ Google Docs, etc.) \_\_\_\_\_

*All applicants for preschool or extended care positions must provide a High School or College diploma and a current college transcript (if attending).*

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**Convictions and Criminal Background Check**

Have you ever been convicted of a crime, not including minor traffic violations? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please provide information as follows: conviction(s), location(s), date(s), and disposition(s)

*A new Background Check must be submitted with the Preschool Director.*

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*A current TB skin test must be on file in the office prior to the first day with children.*

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**Employment Background** *(Please include employment information for the last 5 years).*

School/Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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School/Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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School/Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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**Personal References** *(Please provide two references not related to you.)*

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Years Known \_\_\_\_\_ Occupation \_\_\_\_\_ Company \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Years Known \_\_\_\_\_ Occupation \_\_\_\_\_ Company \_\_\_\_\_

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**Christian Experience**

1. Are you a Christian? \_\_\_\_Yes \_\_\_\_No
2. Are you an active member of a church fellowship? Describe your involvement.
3. Please share what being a Christian servant means to you in your personal and work habits, values, recreation and life style.
4. Holy Trinity Lutheran School is a ministry of Holy Trinity Lutheran Church. While we do not require all staff members to be members of this body, it is expected that your Christian witness and lifestyle will in no way witness against our beliefs. We expect all staff members to be growing and active in their Christian faith. Briefly describe your relationship with the Lord.

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**Conditions to Applying**

My signature certifies that the statements made on this application are correct and complete. I understand that any misleading or incorrect statements or purposeful omission of relevant information, may render my application void and, if I am employed, be cause for immediate dismissal.

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Signature of Applicant

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Date

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Applicant Full Name (please print)