

Holy Trinity Lutheran School

Teacher Application

553 Ashmoor Avenue

Bowling Green, KY 42101

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

www.htlsbg.com



Office Use Only

Date Received: _____

By: _____

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: ___ Preschool Teacher P2___ P3___ P4___
(Check all that apply) ___ Elementary Teacher K___ 1st___ 2nd___ 3rd___ 4th___ 5th___ 6th___
___ Enrichment What subject? _____

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 _____

Citizenship and Criminal Background Check

Are you a U.S. Citizen? ___ Yes ___ No

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 Director.

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

Educational Background

High School Attended: _____ Year of Graduation: _____

College/University _____ Year of Graduation: _____

Address _____

Major Course(s) of Study: _____

Minor Course(s) of Study: _____

Do you hold a valid teaching certificate(s)? Yes ___ No ___ If yes, please attach a copy.

Grade level(s) you are certified to teach: _____

Subject(s) you are specialized in: _____

Teaching/CDA Certificate Type: _____ State: _____

Certificate Number: _____ Expiration Date: _____

Do you hold an advanced degree? Yes ___ No ___ If yes, what degree? _____

College/University _____ Date of completion _____

Are you presently enrolled in a degree or certificate program? Yes ___ No ___

If yes, describe: _____

If yes, anticipated date of completion: _____

Do you require an internship? Yes ___ No ___ From which state(s): _____

Additional licenses, certificates, or credentials hold qualifying you for this employment:

List additional courses or training you've taken in the field of child care or education:

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

**Please attach a copy of your high school diploma and college transcript and any certificate(s).*

Teaching/Classroom Experience (please provide all teaching positions held)

School Name _____ Phone _____

Address _____

Position _____ Dates Employed _____ to _____

Supervisor _____ Reason for leaving _____

School Name _____ Phone _____

Address _____

Position _____ Dates Employed _____ to _____

Supervisor _____ Reason for leaving _____

School Name _____ Phone _____

Address _____

Position _____ Dates Employed _____ to _____

Supervisor _____ Reason for leaving _____

Personal References (Please provide three 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 _____

Name _____ Relationship to you _____

Phone _____ Email _____

Years Known _____ Occupation _____ Company _____

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.

Statements of Faith

Describe your understanding of a “Christian teacher’s” role in educating children.

What do you believe about...

God?

The Father?

The Holy Spirit?

God’s Word?

The Scripture?

The Lutheran Confessions?

What do you believe about humanity? Its origin, nature, purpose, individual differences, abilities and destiny?

The educational and spiritual growth of people?

The role of parents in the education of their children?

The role of the church in the education of its children?

The Christian response to God's love in Jesus with respect to behavior, church life, service to church and world?

The role and function of the Lutheran school?

The people the school intends to serve?

What does it mean to you to "integrate the Christian faith in all aspects of the school curriculum"?

How do you understand Law and Gospel in the teaching of children?

What is your understanding of "Salvation"?

What do you understand the “mission” and “purpose” of HTLS to be?

Why would you like to have this position?

What do you feel most qualifies you for this position?

Is there anything you would additionally like to share that would help us know you better that would be helpful in considering you for this position?

If this position is not offered to you, would you like to be considered for:

Substitute work? Yes ___ No ___

Future openings? Yes ___ No ___

Conditions to Applying

I understand that Holy Trinity Lutheran School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, or handicap. I further understand that any offer of employment is conditional on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in the application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize HTLS to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by HTLS such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to HTLS.

I further certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Applicant Full Name (please print)