



Date received \_\_\_\_\_

**Application for Employment  
Classroom Teacher  
Holy Trinity Lutheran School  
553 Ashmoor Drive  
Bowling Green, KY 42101**

Position desired \_\_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_\_

Substitute \_\_\_\_\_

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Are you over 18 yrs. of age \_\_\_\_\_

Last TB test date \_\_\_\_\_ Marital status: \_\_\_\_\_ U.S. citizen? \_\_\_\_\_

Cell # \_\_\_\_\_ email: \_\_\_\_\_

Do you have any physical condition that may restrict your performance of the job you are applying for? \_\_\_\_\_

**Education:**

High School \_\_\_\_\_ Degree \_\_\_\_\_

College/University \_\_\_\_\_

Address \_\_\_\_\_

Certificate or Degree \_\_\_\_\_

Major/Minor \_\_\_\_\_

Do you hold a valid teaching certificate(s)? \_\_\_\_\_ Please attach a copy.

Do you require an internship? \_\_\_\_\_

From which state(s)? \_\_\_\_\_

Grade level(s) you are certified to teach \_\_\_\_\_

Subject(s) you are specialized in: \_\_\_\_\_

Do you hold an advanced degree? \_\_\_\_\_

University \_\_\_\_\_ Date of completion \_\_\_\_\_

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

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

Would you be willing to continue classes or training's required? \_\_\_\_\_  
Hours/Units

Are you certified in: First Aid? \_\_\_\_\_ CPR? \_\_\_\_\_

Professional memberships? \_\_\_\_\_

References: Name/Address /Title Phone #  
(List two) 1. \_\_\_\_\_  
2. \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_  
Explain: \_\_\_\_\_  
\_\_\_\_\_

**Experience:**

Employer (Name & Address) Phone # Job Description From/To  
1. \_\_\_\_\_  
2. \_\_\_\_\_

Do you have any objections if we check with your former employer for references? \_\_\_  
Why did you leave your previous job? \_\_\_\_\_  
\_\_\_\_\_

Volunteer or unpaid experience: \_\_\_\_\_  
\_\_\_\_\_

Current church membership \_\_\_\_\_ Pastor \_\_\_\_\_  
Who recommended you to us? \_\_\_\_\_

Special skills or talents you care to list:  
Foreign language \_\_\_ Computer \_\_\_ Instrument \_\_\_\_\_  
Vocal \_\_\_ Art \_\_\_ PE \_\_\_ Other : \_\_\_\_\_

What else would you like us to know about you as we consider you for this position?

Please return this application with any written documentation (resume', letters of recommendation, letter of introduction, etc.) that would help us know you better. Applicants meeting our requirements will be contacted by the Director for a follow-up interview. **A TB skin test and a college transcript are required to be on file in our office prior to employment.**

**What Do You Believe:**

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?

About the educational and spiritual growth of people?

About the role of parents in the education of their children?

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

About the Christian’s response to God’s love in Jesus with respect to behavior, church life, service to church and world?

About the role and function of the Lutheran school?

About the people the school intends to serve?

Describe your current involvement in your church.

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

Why would you like to have this position?

What do you feel most qualifies you for this position?

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?

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:

Yes \_\_\_\_\_ No \_\_\_\_\_ Substitute work in the position applied for?

Yes \_\_\_\_\_ No \_\_\_\_\_ Further consideration for future openings?

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.

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Signature of Applicant

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Date