



Substitute Teacher/Non-Instructional Staff Application

553 Ashmoor Avenue Bowling Green, KY 42101

270-843-1001 Fax 270-843-7466 www.htlsbg.com

Position applying for _____ Part Time _____ Full Time _____

Personal Data

Date _____

Name _____
First Middle Last Preferred

Address _____ City, State _____ Zip _____

Telephone _____ cell _____ email _____

Social Security # _____ Driver's License # _____ State _____

Church you are currently attending _____ Member (Y/N) _____

Name of your Pastor _____ Telephone _____

Education and Skills

Education and specific training relating to the position applied for _____

Can you operate a personal computer? Yes No If yes, please list the software with which you are familiar _____

Do you have a CDL with passenger approval? Yes No expiration date _____

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

All staff at HTLS must provide a clear criminal records check at their own expense. Please complete the paperwork for this background check in the school office when you turn in your application.

Personal References

Please provide two references not related to you:

Name _____ Telephone _____
Occupation _____
Address _____

Name _____ Telephone _____
Occupation _____
Address _____

Present or Previous Employment

School/Company Name _____ Telephone _____
Address _____
Dates From _____ to _____ Supervisor _____
Reason for leaving _____

Christian Experience

Please answer each question:

1. Are you a Christian? Yes or No
2. Are you an active member of a church fellowship? Describe your involvement.

3. Please share what being a Christian servant mean 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 life style 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.

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 omission may render my application void and, if I am employed, be cause for immediate dismissal.

Signature of Applicant Date