



**HOLY TRINITY LUTHERAN
Early Learning Center & Pre-School**

1 N. Marigold Drive
Covington, LA. 70433
(985) 892-6146 (press Option #2 for the School ext.)

INITIAL PRESCHOOL TEACHER APPLICATION

Your interest in Holy Trinity Lutheran Early Learning Center and Pre-School is appreciated. We invite you to fill out this initial application and return it to our School Administrator. The information requested must be submitted on this application form. A resume or additional information may not be submitted in lieu of fully completing this application. If an opening occurs for which you may qualify, we will notify you and contact your references. If we have a continued interest in your candidacy, we will arrange for a personal interview. We realize that the key to a successful School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are exemplary role models to the children they will serve.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Today's Date _____

Applicant's Full Name

(Last) (First) (M.I.) (Maiden Name)

Present Mailing Address

(Street) (City) (State) (Zip)

Permanent Mailing Address (if different than above)

(Street) (City) (State) (Zip)

Telephone Numbers:

Home: _____ Cell: _____ Work: _____

Email Address _____

Holy Trinity Lutheran Church & School is an Equal Opportunity Employer

PLEASE CIRCLE THE APPROPRIATE RESPONSE (For New Applicants)

Are you a U.S. citizen? Yes? No? If not, are you eligible to work in the U.S.? Yes? No?

Please indicate 1st, 2nd, and 3rd choice for assignment in the parenthesis.

() Toddlers () Two's () Threes () Fours () Pre-K

Full time ____ Part time ____ Substitute Teacher ____

How did you learn about the position for which you are applying?

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all that apply:

- Current Resume.
- Your current teaching certificate, CDA, Early childhood Associates or four-year degree.
- First Aide & CPR certification.
- MAT certification.
- Any postsecondary transcripts.

Should you be offered a position, official copies of your transcripts might be requested by the school for inclusion in your personnel file.

My Teaching Certificate, CDA, remains valid for _____ years.

If you do not hold any of the above, what educational training do you have?

Level of Education: _____

Name of School or University: _____ State: _____

Field of Study: _____

Type of Degree: _____

Year of Graduation: _____ Dates of Attendance (From - To) _____ - _____

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may continue the same format on a separate sheet of paper.

1) Place of Employment: _____

Address _____

Position _____

Dates of Employment (from): _____ (to): _____

Supervisor's Name: _____ Phone Number: _____

General Responsibilities _____

Reason for leaving _____

2) Place of Employment: _____

Address _____

Position _____

Dates of Employment (from): _____ (to): _____

Supervisor's Name: _____ Phone Number: _____

General Responsibilities _____

Reason for leaving _____

3) Place of Employment: _____

Address _____

Position _____

Dates of Employment (from): _____ (to): _____

Supervisor's Name: _____ Phone Number: _____

General Responsibilities _____

Reason for leaving _____

4) Place of Employment: _____

Address _____

Position _____

Dates of Employment (from): _____ (to): _____

Supervisor's Name: _____ Phone Number: _____

General Responsibilities _____

Reason for leaving _____

5) Place of Employment: _____

Address _____

Position _____

Dates of Employment (from): _____ (to): _____

Supervisor's Name: _____ Phone Number: _____

General Responsibilities _____

Reason for leaving _____

6) Place of Employment: _____

Address _____

Position _____

Dates of Employment (from): _____ (to): _____

Supervisor's Name: _____ Phone Number: _____

General Responsibilities _____

Reason for leaving _____

EMPLOYMENT HISTORY

Have you ever worked under a different name for any of the employers you have listed?

YES _____ NO _____

If so, what was the name or names?

If applicable, sequentially list your teaching experience with most recent first if not listed above.
School's Name and Address Supervisor/Principal and Phone Dates

1. _____

2. _____

3. _____

Are you holding or have you already signed a contract for next year with any other educational institution? _____ Yes _____ No

ADDITIONAL KNOWLEDGE

List/describe other activities/experiences which have further prepared you for this position.

Describe your skills in regard to technology and list computer programs in which you are proficient.

PERSONAL REFERENCES

Give three references who are qualified to speak concerning your character, ethics, work history, etc. List their Name, Complete Address, Phone & their Relation to you.

Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is included in Part III and return it with this application.

- 1. _____

- 2. _____

- 3. _____

PERSONAL PHILOSOPHY

On a separate paper please label and succinctly answer in one or two paragraphs each of the questions below.

- A. What do you consider to be the proper classroom atmosphere for learning?
- B. What is your philosophy of discipline? Your attitude toward physical punishment?
- C. What areas do you feel are your strengths? Weaknesses?
- D. What would you like to be doing five years from now?
- E. Describe your experience and general attitude toward Teacher Evaluations.
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.



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Part III: APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Holy Trinity Lutheran Church and School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release. I authorize Holy Trinity Lutheran Church and School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize Holy Trinity Lutheran Church and School to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position. I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Holy Trinity Lutheran Church and School, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Holy Trinity Lutheran Church and School. Since I will be working with children, I understand that I may be required to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize Holy Trinity Lutheran Church and School to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from Holy Trinity Lutheran Church and School is conditioned upon the receipt of background information, including criminal background information. Holy Trinity Lutheran Church and School may refuse employment or terminate conditional employment if any information provided in this application is found to be false or if Holy Trinity Lutheran Church and School deems any background information unfavorable or that it could reflect adversely on the school or on me as a role model. I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____



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