

# JOB APPLICATION

## Trinity Lutheran Preschool

1403 W. Boonville-New Harmony Rd.  
Evansville, IN 47725  
812-867-5279

Purpose: The purpose of Trinity Lutheran Preschool is to provide families in our church and community a ministry that combines the highest standards in early childhood education within a Christian environment where a child can grow spiritually, physically, emotionally, intellectually, and socially. Our goal is to provide a Christian, child-centered, nurturing environment filled with family support where children know they are loved by Jesus and us.

Trinity Lutheran Preschool does not discriminate against any individual for reasons of race, color, national origin, gender, age, or disability.

We appreciate your interest in our preschool and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you and may assist us with possible promotions. Please answer all questions carefully and accurately.

Date: \_\_\_\_\_ (please attach resume or email to [breenna@tldarm.org](mailto:breenna@tldarm.org))

Position Sought: \_\_\_ Preschool Teacher \_\_\_ Extended Preschool Teacher \_\_\_ Aide \_\_\_ Substitute

Referred By: \_\_\_\_\_

### PERSONAL DATA

Name: \_\_\_\_\_  
                    First    Middle    Last

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Church Membership: \_\_\_\_\_  
  Name of Church    City

Positions of Service in Church \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_  
Name City Graduated

College/University: \_\_\_\_\_  
Name City Graduated

College/University: \_\_\_\_\_  
Name City Graduated

College/University: \_\_\_\_\_  
Name City Graduated

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Degrees: \_\_\_\_\_

Other: \_\_\_\_\_

Attending School Now?  Yes  No If yes, where? \_\_\_\_\_

List any other skills or training that would help you in the position in which you are applying.

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## WORK EXPERIENCE

Have you ever been employed by Trinity Lutheran? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## PRESENT AND CURRENT EMPLOYERS

1. Employer \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor(s) \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Employer \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor(s) \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor(s) \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PERSONAL REFERENCES** Professional or business persons (not relatives)- who know you well and whom this preschool may contact

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

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

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

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

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

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

**CONFIDENTIAL INFORMATION** If you prefer, you may decline to answer these questions and discuss them in confidence with the Director. If you answer yes to any of these questions please explain on a separate piece of paper.

Yes  No Have you ever been convicted of a criminal offense?

Yes  No Have you ever been convicted of, pled guilty or no contest to, or are now under probation or investigation for a crime involving a minor?

Yes  No Have you ever been reported to a social service agency, law enforcement authority, or similar agency regarding abuse or neglect of a minor?

Yes  No Have you ever been disciplined or dismissed from employment or a volunteer position following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct?

**STATEMENT** (Please initial each statement and sign below)

I authorize Trinity Lutheran Preschool to obtain information from references, churches, or other organizations herein.

I authorize any references, churches, or other organizations listed in this application to give you any information, including opinions that they may have regarding my character and fitness for service at TLP.

I authorize Trinity Lutheran Preschool to obtain information relating to my criminal history record (including searches of sex offender registries) as received from reporting agencies.

Should my application be accepted, I agree to be bound to the bylaws and policies of Trinity Lutheran Church and Preschool and to refrain from unscriptural conduct in the performance of my service.

I further state that I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act. I understand that any misrepresentation or omission of material fact on my application may be justification for refusal of acceptance of my employment.

I understand if employed, my employment with TLP is a voluntary one and is subject to termination by you or TLP at will, with or without cause, and with or without notice, at any time.

I understand, if employed, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from employment without advance notice.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_