

Trinity Lutheran Church Preschool

210 7th Street South
Moorhead, MN 56560
kay@trinitymhd.org

APPLICATION FOR EMPLOYMENT (please print)

Name _____ Date of application _____

Type of employment desired: _____

Address _____

City/State/Zip Code _____

Telephone number _____ Social Security number _____

If necessary, the best time to call you at home is _____

May we contact you at work? Yes No

If yes, work number and best time to call _____ A.M. ____ P.M. _____

May we contact your current employer? Yes No

Date available for work _____ / _____ / _____

Number of hours available to work each week _____

Have you ever been charged with any form of child abuse? Yes No

If you are hired, can you prove you are over 16 years of age? Yes No

Are you legally eligible for employment in this country? Yes No

(Proof of U.S. citizenship or immigration status will be required.)

Have you since the age of 18, or within the last seven years, ever been convicted of a felony?

If yes, briefly describe:

Educational background

Jr. High /High/College/University Graduate/Professional (circle)

Years completed (Circle) 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Diploma/Degree _____

Describe course of study

Transcripts included _____ Resume included _____

Job experience

Company Name		Telephone Number	
Address		Employed From	To:
Supervisor		Hourly Rate Started	Final:
Job Title		Reason for leaving	

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Address		Employed From	To:
Supervisor		Hourly Rate Started	Final:
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Address		Employed From	To:
Supervisor		Hourly Rate Started	Final:
Job Title		Reason for leaving	

Personal references (other than relatives)

Name	Address	Home Phone #	Work Phone #	Years Known
1.				
2.				
3.				

Personal

Have you ever been discharged or forced to resign from a position? Yes No If yes, explain

Summarize your special skills and qualifications acquired from employment or other experiences that may qualify you to work at our school.

What kind of control do you maintain within a classroom?

What class or age group would you prefer to work with?

Additional information that may be helpful as we consider your application.

Applicant's statement agreement

I certify that answers given herein are true and complete to the best of my knowledge. It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Trinity Lutheran Church Preschool.

I understand that Trinity Lutheran Church Preschool does not tolerate abuse of any kind against a child. Incidents involving abuse of a child are referred to the proper authorities. I understand that Trinity Lutheran Church Preschool has zero tolerance for violence in the workplace.

In consideration of my employment, I agree to conform to the rules and regulations of Trinity Lutheran Church Preschool and further agree that my employment and compensation can be terminated at any time, with or without cause or notice, at the option of either Trinity Lutheran Church Preschool or myself. I understand and voluntarily agree that, if hired, I will attend mandatory meetings, complete all educational courses and take all tests required Trinity Lutheran Church Preschool or local, state or federal law or regulation, and that failure to do so when required or requested may result in my immediate dismissal. I also understand that if hired, in the performance of my duties as an employee of Trinity Lutheran Church Preschool I must hold in confidence any and all information that I come in contact with regarding my employer or its business. I have read and agreed to the preceding Applicant Certification and Agreement and Release and understand and agree that a copy of this Certification, Agreement and Release will be as valid as the original.

Signature of applicant

Date

Trinity Lutheran Church Preschool

Release to give references to Trinity Lutheran Church Preschool . I authorize any person, including but not limited to any school, current or past employer, organization or entity disclosed in my application, resume or interview, to provide any information regarding me, including without limitation, information concerning my performance, reputation, character, and fitness to supervise children excluding medical records/information. I acknowledge that the information divulged may be used to determine my eligibility for employment or continued employment with Trinity Lutheran Church Preschool. I unconditionally release any person, school, employer, organization or entity from any and all legal liability for providing such information and in making any statements about me to Trinity Lutheran Church Preschool.. A photocopy of this signed release shall have the same force and effect as the original release signed by me.

Printed name of employee/applicant

Address

Signature

Date _____