

# PRESCHOOL TEACHING APPLICATION



St. Paul's Lutheran Preschool  
1700 Carridale St SW  
Decatur AL 35601  
256-353-1353  
www.stpaulsdec.com

Date: \_\_\_\_\_

Please fill out completely and accurately, and submit to the above address.

Date:	Position Desired:
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<b>Full-Time</b> 21-30 hrs	<b>Part-Time</b> less than 20 hrs	<b>Substitute Only</b>	<b>Substitute if Position is not available</b>
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Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How long at above address? \_\_\_\_\_ If the above address is not your permanent address or you have lived there less than five years, please provide the following information.

Previous/Permanent Address: \_\_\_\_\_

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

Please list any other former name (s) or alias you may be using, or have used in the past:

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- Do you have a valid Alabama Teaching Certificate? Yes No Type of Certificate \_\_\_\_\_
- Certificate Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Subject area (s) of Cert.: \_\_\_\_\_
- Certification in another state: \_\_\_\_\_
- Fingerprint Clearance Card? \_\_\_\_\_ Current Resume \_\_\_\_\_

**It is the policy of St. Paul's Lutheran Preschool pursuant to the Federal and State laws dealing with equal opportunity in employment not to discriminate in hiring on the basis of age, race, gender, disability or national origin.**

**THIS APPLICATION WILL BE KEPT ON FILE FOR TWO SCHOOL YEARS OR UNTIL HIRED  
(WHICHEVER COMES FIRST.)**

FOR OFFICE USE ONLY	DATE RECEIVED _____
Certificate _____ Type _____ Expiration _____	
Transcripts _____ Recommendation _____	
Fingerprint Card _____ Resume _____ Screening Interview _____ Immunization _____	

**EDUCATIONAL PREPARATION (Schools attended)**

NAME OF SCHOOL	LOCATION	DATES	YEAR OF GRADUATION/DEGREE
Elementary:			
High School:			
Undergraduate:			
Graduate:			

Highest degree earned: \_\_\_\_\_ Graduate semester hours earned after highest degree: \_\_\_\_\_

Undergraduate : Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Other hours: \_\_\_\_\_

Overall Grade Point Average: \_\_\_\_\_ Graduate degree (s) in: \_\_\_\_\_

**ACTIVITIES AND HONORS** \_\_\_\_\_

\_\_\_\_\_

List any high school or college activities engaged in and any honors received (professional activities, interest, organizations, extent of participation): \_\_\_\_\_

List any community activities, organizations or clubs: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**—Give four references, who have firsthand knowledge of your character, interpersonal skills, scholarship and teaching ability.

Name	Address	Title/Position	Telephone	Yrs. Known

Are you legally eligible for employment in the United States? \_\_\_\_\_  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Religious Affiliation: \_\_\_\_\_

How long have you attended your current place of worship: \_\_\_\_\_

How often do you attend your current place of worship monthly: \_\_\_\_\_

List church involvement/activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**

<b>Employer &amp; Supervisor Name</b>	<b>City, State, Telephone</b>	<b>Nature of Work</b>	<b>Dates</b>
	Phone ( )		
	Phone ( )		
	Phone ( )		
	Phone ( )		

On a separate sheet, please address the following:

1. Why do you want to be a preschool teacher?
2. Explain why you wish to teach in a Christian school.
3. What do you think are the challenges for persons working in preschool education?

**CONVICTION STATEMENT**

“Yes” answers to the following five questions will not necessarily result in denial of employment. The Preschool will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the Preschool in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegations of drug or alcohol impairment)? You must answer “Yes” even if the matter was later dismissed, deferred, vacated, or expunged. If you answer “Yes” you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case (s).  
\_\_\_\_\_ Yes \_\_\_\_\_ No. Explanation: \_\_\_\_\_

2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “Yes” even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “Yes” you must provide the date of termination of employment, the name, address, and telephone number of the employer (s) and a statement of the alleged reasons for termination.  
\_\_\_\_\_ Yes \_\_\_\_\_ No. Explanation: \_\_\_\_\_

3. Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “Yes” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.  
\_\_\_\_\_ Yes \_\_\_\_\_ No. Explanation: \_\_\_\_\_

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body or by your current or any previous employer? If you answer “Yes” you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.  
\_\_\_\_\_ Yes \_\_\_\_\_ No. Explanation: \_\_\_\_\_

5. Have you ever been convicted of a dangerous crime against children? \_\_\_\_\_ Yes \_\_\_\_\_ No.  
If so, provide details, including date of conviction, court where convicted, sentence imposed, and present status of conviction.

Use this space for any additional comments or information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application, I authorize you to request information concerning my education, training, experience, qualifications, and job performance from any former and/or current employer of mine.

**READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION**

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, the Preschool will reject my application; (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the Preschool, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand, at the time of hire, I will be responsible for costs incurred to complete fingerprinting and background investigation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_