***An Equal Opportunity Employer\****

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| **Position For Which You Are Applying** \_\_\_\_\_ **Teacher** \_\_\_\_ **4- & 5-year-old Aide -a.m.**  \_\_\_\_\_ **4- & 5-year-old Aide– p.m**. **\_\_\_\_\_ 3-year-old Aide** \_\_\_\_\_ **Substitute**\ | | | | | | | | | | | |
| **Personal Data** | Name  *Last First Middle initial*  Mailing address  *Street/Box City State ZIP Code*  E-mail address  Home phone Cell phone Other phone  Other name that may appear on records \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Assignment Preference | **If applying to substitute, please list the days you are available to work and your assignment preferences**.  Day(s) of week  Every day   Monday  Tuesday  Wednesday  Thursday  Friday  Time of day  Morning only  Afternoon only Both Morning and Afternoon  If the need for a substitute is not known until the morning of a school day, what is the ‘  earliest a.m. time we could call you? \_\_\_\_\_\_\_\_\_\_\_  If the need for a substitute is not known until in the evening before a school day, what  is the latest time in the evening we could call you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Education/Training | List the highest level of education attained:  Licenses and certificates granted | | | | | | | | | | |
| Name and location of schools attended – start with most recent | | | Course of study and major/minor | | | Diploma, degree, certificate, or license granted | | | | Year graduated  *(College only)* |
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| **Employment** | List any teaching experience and/or childcare experience beginning with most recent years. Attach additional sheets if necessary. If you have not had teaching or childcare employment, list your 3 most recent employment experiences, with the most recent first.  exp | | | | | | | | | | |
| Employer | | Position held/Title | | | Dates Employed | | | Supervisor’s Name and Phone Number | | |
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| **References** | List references the school can contact regarding your work history. | | | | | | | | | | |
| Full name of reference | School district/ firm name | | | Mailing address | | | Position/title | | Area code/ phone number | |
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**List interest, hobbies, activities, or crafts that you are skilled in that may also be useful as a preschool lesson or activity.**

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| General Information | Have you ever been charge or convicted of a DUI or possession of an illegal substance?\_\_\_\_\_\_\_\_\_\_\_  Have you ever been charged or convicted of a crime against minor children?\_\_\_\_\_\_\_\_  Have you ever been charged or convicted of a felony? \_\_\_\_\_\_\_\_\_\_  Have you ever been dismissed, non-renewed, or terminated as a teacher or childcare worker?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If yes to any of the above, please state where, when, and the nature of the offense |
| Verification | I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from sub sequent employment.  I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.  I understand that Trinity Lutheran Preschool is required to review criminal history record information of employees and substitutes and understand that Trinity Lutheran Preschool will review the process with me as outlined in the Montana Department of Justice guidelines before I am asked to submit fingerprints for a background check.    Signature Date |

\*Trinity Lutheran Church Preschool does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.