



**Substitute Teacher/Non-Instructional Staff Application**

553 Ashmoor Avenue Bowling Green, KY 42101

270-843-1001 Fax 270-843-7466 [www.htlsbg.com](http://www.htlsbg.com)

Position applying for \_\_\_\_\_ Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

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**Personal Data**

Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last Preferred

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ cell \_\_\_\_\_ email \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Church you are currently attending \_\_\_\_\_ Member (Y/N) \_\_\_\_\_

Name of your Pastor \_\_\_\_\_ Telephone \_\_\_\_\_

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**Education and Skills**

Education and specific training relating to the position applied for \_\_\_\_\_

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Can you operate a personal computer? Yes No If yes, please list the software with which you are familiar \_\_\_\_\_

Do you have a CDL with passenger approval? Yes No expiration date \_\_\_\_\_

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**Convictions and Criminal Background Check**

Have you ever been convicted of a crime, not including minor traffic violations? Yes No  
If yes, please provide information as follows: conviction(s), location(s), date(s), and disposition(s)

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All staff at HTLS must provide a clear criminal records check at their own expense. Please complete the paperwork for this background check in the school office when you turn in your application.

**Personal References**

Please provide two references not related to you:

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_

**Present or Previous Employment**

School/Company Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Dates From \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Christian Experience**

Please answer each question:

1. Are you a Christian? Yes or No
2. Are you an active member of a church fellowship? Describe your involvement.
  
3. Please share what being a Christian servant mean to you in your personal and work habits, values, recreation and life style.
  
4. Holy Trinity Lutheran School is a ministry of Holy Trinity Lutheran Church. While we do not require all staff members to be members of this body, it is expected that your Christian witness and life style will in no way witness against our beliefs. We expect all staff members to be growing and active in their Christian faith. Briefly describe your relationship with the Lord.

**Conditions to Applying**

My signature certifies that the statements made on this application are correct and complete. I understand that any misleading or incorrect statements or omission may render my application void and, if I am employed, be cause for immediate dismissal.

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