

<div>APPLICATION FOR EMPLOYMENT</div> <div>Little Lamb Preschool</div>				
Because we are a church body, The Lutheran Church—Missouri Synod retains the right to give preference in hiring to persons who are members in good standing of an LCMS congregation.				
PERSONAL DATA				
Name			Home Telephone ()	
<div>LastFirstMiddle</div>				
Present Address				
Street Address		City	State	Zip Code
Previous Address				
Street Address		City	State	Zip Code
Religious Affiliation Name, address and pastor of congregation				
Are you 18 years or older? Yes No				
WORK PREFERENCE				
Position applied for			Referred by	
Interested in Part-time (this is currently a part time position) Salary required				
Date available for work				
LCMS INFORMATION				
Have you been employed by LCMS previously? Yes No If yes, when				
Location				
Have you previously applied to LCMS? Yes No If yes, give date				
Do you have relatives employed by LCMS? Yes No Name Location				
OTHER				
Are you a citizen of the United States or do you have a valid authorization to work in the United States? Yes No				
Have you ever been convicted, pleaded guilty or pleaded "no contest" to any crime, other than traffic violations in the pasts? Yes No If yes, please explain				
Have you ever been discharged or asked to resign by a previous employer? Yes No If yes, please explain				
REFERENCES				
Name and address		Telephone	Business/Profession	Length of acquaintance
1.				
2.				
3.				
4.				

EMPLOYMENT HISTORY

List your complete employment record including temporary, regular and part-time in date order with **most recent first**.

MOST RECENT EMPLOYER – Are you currently working for this employer ☐ Yes ☐ No If yes, may we contact? ☐ Yes ☐ No

Employer _____ Telephone () _____
Address _____

Street Address

City

State

Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time ☐
Part-time ☐

Brief job description _____

If you were employed under a different name, give that name in full _____

Employer _____ Telephone () _____
Address _____

Street Address

City

State

Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time ☐
Part-time ☐

Brief job description _____

If you were employed under a different name, give that name in full _____

Employer _____ Telephone () _____
Address _____

Street Address

City

State

Zip Code

Starting Position Title _____ Ending Position Title _____

Supervisors Name _____ Title _____

Employed From _____ Beginning Salary _____ Ending Salary _____ Full-time ☐
Part-time ☐

Brief job description _____

If you were employed under a different name, give that name in full _____

TEACHING EXPERIENCE

Account for all classroom experience, including Student Teaching.

FROM		TO		Grade and / or Age Group
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

EDUCATION

School Name/Address	Years Attended	Graduation Date	Diploma/Degree	Major Subject	Grade Point Average
High School Address					
Undergraduate College / University Address					
Graduate College/University Address					

Authorization and Release

In connection with my application for employment, I understand that an investigative consumer report may be requested that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment. I understand that, as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, criminal record, education, credentials, credit and references. I voluntarily and knowingly authorize the company, and/or its agents, to verify any aspect of the information contained in my employment application or through public or private sources. I further understand that misrepresentations or omissions in my employment application may be cause for rejection or subsequent dismissal if I am hired.

Medical and workers' compensation will only be requested in compliance with the Federal Americans with Disabilities Act (ADA). According to the Fair Credit Reporting Act (FCRA), I am entitled to know if employment is denied because of information obtained by my prospective employer by a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release to you or your agents any and all information concerning my former employment. I understand that the employment information may include, but is not necessarily limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.

I hereby authorize you to procure a consumer report as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for you to procure consumer reports at any time during my employment period.

Signature

Date

The following information is required by law-enforcement agencies and other entities for positive identification process when checking public records. It is confidential and will not be used by any other purposes.

PLEASE PRINT CLEARLY

Name: Last

First

Middle

Other names used (include maiden name, aliases and nicknames):

Address:

City/State/ZIP:

Telephone Number:

Social Security Number:

Date of Birth:

Driver's License Number:

Type:

State:

Acknowledgment of Understanding and Consent

PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement, please ask them of an employment interviewer before signing.

This organization does not discriminate in hiring or employment on the basis of race, color, national origin, sex, age or disability. Because we are a church body, The Lutheran Church-Missouri Synod retains the right to give preference in hiring to persons who are members in good standing of an LCMS congregation.

It is understood that this application is not an obligation to provide employment. The application will be kept active for three months and it must be renewed to be active for a longer period.

I hereby certify that the statements made in this employment application are true and complete, to the best of my knowledge, and I authorize investigation of those statements. I understand that falsification, misrepresentation or omission of facts will be sufficient cause for elimination of any consideration for employment or cause for dismissal from the Synod, if I have been employed.

The Synod has the right, exercisable at any time, and without notice, to change wages, to change or eliminate benefits and policies, as well as to terminate, with or without cause, the employment relationship. I understand that no manager or representative of The Lutheran Church-Missouri Synod, other than the Human Resources Committee of the Synod, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I understand that all employees of the Synod are expected to respect the official doctrines of the Synod and to pursue lifestyles that are morally in harmony with its teachings.

I agree that I have read and understand the above acknowledgments and agreements and recognize all of the above as conditions of employment.

Signature

Date

Job Qualifications for Preschool Classroom Teachers:

- 1) Preschool teachers should be at least 21 years of age.
- 2) Preschool teachers shall have a minimum of 120 semester hours of credit from an accredited college or university with a minimum of 60 semester hours in courses related directly to child care and/or child development and education.
- 3) Preschool teachers shall have a minimum of 1 year of child development experience in a nursery school, kindergarten or licensed day care.

Job Description for Preschool Classroom Teachers:

- 1) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to the children and their parents,
- 2) Organize and lead activities designed to promote physical, spiritual, mental, and social development, such as games, bible stories, arts and crafts, music, storytelling, and field trips.
- 3) Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- 4) Prepare materials and classrooms for class activities.
- 5) Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- 6) Adapt teaching methods and instructional materials to meet students varying needs and interests.
- 7) Arrange indoor and outdoor space to facilitate creative play, motor-skill activities and safety.
- 8) Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- 9) Establish and enforce rules for behavior, and procedures for maintaining order.

- 10) Identify children showing signs of emotional, developmental, or health related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- 11) Maintain accurate and complete student records and progress reports.
- 12) Observe and evaluate children's performance, behavior, social and spiritual development, and physical health.
- 13) Read books to entire classes or to small groups.
- 14) Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- 15) Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- 16) Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- 17) Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool Programs.