

# Employment Application



Trinity Lutheran Christian School | Ages 6 Weeks - 8th Grade

Date

Name

E-mail Address

Phone Number

Street Address

City / State / Zip

I am applying for..... (underline all that apply)  
 If applying for part time work, how many hours per week will you work?

Full time work   Part time work

I prefer working with children ages... (underline all that apply)

6 weeks to 36 months  
 3 to 6 years  
 1<sup>st</sup> to 6<sup>th</sup> grade

I am available to start work on..... (date)

My number in the Oregon Child Care *Central Background Registry*

R

If you are unfamiliar with the *Oregon Registry*, administered by PSU, leave this next box blank.

What Step have you achieved in the Oregon Registry? ..... (0-12)

## Education and Experience

	School Name	City / State	#Years	Graduate?
High School(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	School Name	City / State	Major	#Years	Graduate?
College(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Sponsoring Organization Name	City / State	Topics	# Hours
Community-Based Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Description	City / State	Hours per Week	Dates
Experience Working with Children	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Employment History**

Employer or Organization	Position	Location	Phone Number	Dates
Description of Duties:				

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**Employment Objective**

Please explain your interest in working at Trinity Early Learning Center.

## Spiritual Background

Tell us about your spiritual life and/or personal relationship with God.

Church (if applicable):

Describe your current and past ministry/service involvement:

### **Trinity Early Learning Center shares the mission of Trinity Lutheran Church:**

“Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all.”

**“Trinity is...”** To be honest, we know that we’re not there yet. But this statement reflects who we want to be and in that way, provides us with guidance, with a measuring stick, with which we can plan and make decisions.

**“Trinity is a diverse ...”** As Christians, we strive to take seriously the mission of the Church, given to us by our God “who desires everyone to be saved and to come to the knowledge of the truth.” (1 Timothy 2:4) The Cully neighborhood in which we live is the most ethnically diverse part of Portland. The Apostle Paul, in writing to the church in Corinth, compared the diversity of the Church’s spiritual gifts to the diversity of the organs and limbs of the human body, which exists “for the common good”. In the same way, we at Trinity value the diversity of our community and seek to reflect that diversity in our membership. For that reason we will strive to be welcoming to all who come within the shadow of the cross of Christ.

**“Trinity is a diverse, vibrant ...”** By “vibrant” we mean that we aren’t simply doing “the same old thing” because “that’s the way we’ve always done it.” What we do is always tied to our mission. As such, we prefer, not to wait for people to seek us out, but to be constantly reaching out to others, striving to make a difference in the world around us.

**“Trinity is a diverse, vibrant community of forgiven sinners ...”** We are sinners. As Christians, both as a body of believers and as individuals, we know that we have said and done things which belie our profession to be followers of One who calls us to love others as he has first loved us. Yet we are also forgiven sinners, not because of anything that we have done, but because of God’s gracious love revealed in the cross and empty tomb of Jesus Christ

**“Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all.”** As Lutherans, we see the good news of that forgiveness as the very heart, the center of our identity as God’s people. It’s because that unconditional, forgiving love which God has first shown to us is such good news, we want to share it with others who may not know it.

Do you accept and respect the mission of Trinity Lutheran Church?

Yes No

If no, please explain:

**Ministry Reference**

Name	
Position	
Church Name	
Mailing Address	
Telephone Number	
E-Mail Address	

**Professional Reference #1**

Name	
Position	
Company or Organization	
Mailing Address	
Telephone Number	
E-Mail Address	

**Professional Reference #2**

Name	
Position	
Company or Organization	
Mailing Address	
Telephone Number	
E-Mail Address	

**Permission to Contact References**

I give permission for Trinity Early Learning Center to contact my references and complete any necessary background checks related to my employment at TELC. .... (underline)

**Attestation**

By signing below, I attest the facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. Trinity Early Learning Center and Trinity Lutheran School and Church are hereby authorized to make any investigation on my personal history through any investigative agencies or bureaus of our choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me after a job offer, and I consent to any such check.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or

organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

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Typed Signature of Applicant (may be initialed at the beginning of an interview)

Date

Trinity Early Learning Center is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status or veteran status. Trinity is a smoke-free environment and prohibits smoking in all facilities. Trinity is a drug-free workplace.

The US Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue SW, Washington, DC 202050 or call 2020-720-5864 or 1-888-271-5983 extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.



# Work Availability

Name: \_\_\_\_\_

**My Position**    \_\_\_ Lead Teacher    \_\_\_ Assistant Teacher  
                     \_\_\_ Substitute Teacher    \_\_\_ Substitute Assistant Teacher

**Classroom Preference** (please rank with numbers 1–4 in order of child age preference)

\_\_\_ Infants                      \_\_\_ Toddlers  
\_\_\_ Preschool                 \_\_\_ Jr. Kindergarten

**Date change will be effective (if not immediately upon hire):** \_\_\_\_\_

*Please list ALL hours and ALL days you are available to work.  
We will create a schedule that meets our shift needs and your availability.  
List times only during TELC operating hours: 7:00 AM to 6:00 PM.*

	In	Out	In	Out
<b>Monday</b>	___ AM/ PM	___ AM/ PM	___ AM/ PM	___ AM/ PM
<b>Tuesday</b>	___ AM/ PM	___ AM/ PM	___ AM/ PM	___ AM/ PM
<b>Wednesday</b>	___ AM/ PM	___ AM/ PM	___ AM/ PM	___ AM/ PM
<b>Thursday</b>	___ AM/ PM	___ AM/ PM	___ AM/ PM	___ AM/ PM
<b>Friday</b>	___ AM/ PM	___ AM/ PM	___ AM/ PM	___ AM/ PM

**Preferred Range of Hours to work per week (0–40 hrs):** Between \_\_\_ & \_\_\_ hours per week

Comments, special considerations or preferences:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These hours represent my total availability  
and I understand my actual schedule will be determined by TELC's staffing needs.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

For office use		
Recorded in Procure	___ Schedule	___ Log Sheet
Executive Director _____	Date _____	