

EMPLOYEE

APPLICATION

PACKAGE

Complete entire application, sign, attach resume, send all requested forms, and return to:

By mail:

Our Savior’s Lutheran School

Attention: Principal

63 Mountain View Avenue, Albany, NY 12205

(518)459-2273 (office)

By Fax to: (518) 459-1330

By email to: [contactus@oursaviors.com](mailto:contactus@oursaviors.com)



**OSLS Mission:**

**Our Savior's Lutheran School offers a Christ-centered program of academic excellence where each student is cherished as God's child and challenged to do his/her best to the glory of God and in service to others.**

**Employee Application Instructions**

Please complete the entire application in blue or black ink. All areas of this application will be under consideration, so please complete thoroughly and if written, write legibly. Review and utilize the following checklist to assist you in returning the application with all necessary signatures and documentation to allow prompt processing of your information.

CHECKLIST

**Carefully review, sign, and date the following areas:** *Check when completed*

1. Statement of Faith and Commitment (page 2) 
2. Authorization to Release Reference Information (page 9) 

**Attach the following documents:**

1. Copies of degrees and transcripts for each school attended 

(originals not necessary)

1. Copies of any pertinent certifications (originals not necessary) 
2. Current resume 

**Distribution of Recommendation Forms**

Please complete the top portion of the enclosed Personal, Spiritual, and Professional Recommendations located at the end of this application and distribute them to three different people who can testify to your character and abilities. Please request that your references be sent to the Principal.

Please assemble the above and drop off, mail, or email completed and scanned document to:

**Our Savior’s Lutheran School**

**Attention: Principal**

**63 Mountain View Avenue, Albany, NY 12205**

[**contactus@oursaviors.com**](mailto:contactus@oursaviors.com)

**MY STATEMENT OF FAITH AND COMMITMENT**

**I Believe**

I believe in God, the Father Almighty,

maker of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord,

who was conceived by the Holy Spirit,

born of the virgin Mary,

suffered under Pontius Pilate,

was crucified, died and was buried.

He descended into hell.

The third day He rose again from the dead.

He ascended into heaven

and sits at the right hand of God the Father Almighty.

From thence He will come to judge the living and the dead.

I believe in the Holy Spirit,

the holy Christian Church,

the communion of saints,

the forgiveness of sins,

the resurrection of the body,

and the life everlasting. Amen

**I Commit**

I COMMIT myself to You, Jesus Christ, to be the Lord of my life. My life is not my own. You have purchased me with Your own precious blood. I ask You to come into my heart and take complete possession of me. I knowingly and willingly surrender myself to You and ask You to take total charge of my life, my relationships, my family, and my job.

I COMMIT myself to You Jesus, all that I am, and have, my time, talents, and treasures, for Your service and glory. I commit myself to purity of life by avoiding false doctrine and ungodly living, in obedience to Your Word.

I COMMIT myself to a congregation of the Christian faith, accepting this as the body of believers to which God has guided me. I will be faithful in worship and in participation in the Lord’s Supper. I dedicate myself, all that I am and have, to the ministry God has given to this body of believers, which is the ministry of making disciples of all nations, offering to this body the first fruits of my life.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of church you currently attend:

I have read and agree to the statement of Faith and Commitment.

Signed: Date:

**EMPLOYEE APPLICATION**

63 Mountain View Avenue, Albany, NY 12205

(518)459-2273

[contactus@oursaviors.com](mailto:contactus@oursaviors.com)

**PART I: PERSONAL INFORMATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to call? \_\_\_\_\_\_\_\_\_\_

Email:

If hired, can you provide proof that you are legally entitled to work in the US? Yes  No

Where are you currently employed and what is your position there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Current Salary: Range of expected salary:

Are you presently under contract for the upcoming year? Yes  No 

May we contact your present employer? Yes  No 

Date you could begin at OSLS? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II: POSITION DESIRED**

Please check employment preferences:

 Pre-K

 Kindergarten

 Elementary

 Middle School Subject Preference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

How did you learn about the position for which you are applying?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Special Please list activities or sports which you would be capable of and be willing to direct,

Abilities sponsor, advise, or coach. Indicate grade of ability levels. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PART III: EDUCATION AND CERTIFICATION**

**EDUCATION**

Please complete the following information regarding your education:

|  |  |  |  |
| --- | --- | --- | --- |
| SCHOOL | DEGREE | COMPLETED Y/N | DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**COPIES OF DEGREES AND TRANSCRIPTS:**

Please be sure to attach copies of your degrees and transcripts. Transcripts are needed for each school attended. Original transcripts are not necessary.

**CERTIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| SUBJECT AREA | CERTIFYING AGENCY | CERTIFICATION DATE | EXPIRATION DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**COPIES OF CERTIFICATIONS:**

Attach copies of all certifications.

**PART IV: WORK HISTORY**

**GENERAL**

Subjects of special study, experience, interests, hobbies, activities (civic, athletic, etc.)

**TEACHING EXPERIENCE**

List your teaching experience with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| DATES  (MONTH AND YEAR) | SCHOOL NAME  AND ADDRESS | POSITION  (GRADES/SUBJECTS) | REASON FOR  LEAVING |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT HISTORY (Other than teaching)**

|  |  |  |  |
| --- | --- | --- | --- |
| DATES  (MONTH AND YEAR) | NAME AND ADDRESS  Of EMPLOYER | POSITION | REASON FOR  LEAVING |
|  |  |  |  |
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|  |  |  |  |
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**PART V: CHRISTIAN BACKGROUND**

Describe (a) how and when you came to know the Lord and (b) your walk. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you believe the Bible to be the ONLY inspired and infallible word of God, our final authority in all matters of faith, truth, and conduct? Yes \_\_\_\_\_ No\_\_\_\_\_

Describe your devotional life. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What part does prayer play in your life? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What gifts do you believe the Lord has equipped you with to build up the Church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List your strengths (personal, professional, spiritual) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List your weaknesses (personal, professional, spiritual) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What books have you read recently that have helped you spiritually? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Denominational Preference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your local church affiliation?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a member in good standing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years ?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what church activities are you involved and with what degree regularly?

What other Christian Service have you done in the past three years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**PART VI: COMMITMENT TO CHRISTIAN EDUCATION**

Describe your personal understanding of “Christian education.” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Why do you want to teach at a Christian vs. public school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there any additional information that you would like to present regarding your candidacy for this position?

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

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**PART VII: PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

References Give two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Reference 1:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference 2:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Give two references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Reference 1:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference 2:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**OUR SAVIOR’S LUTHERAN SCHOOL**

**63 Mountain View Avenue**

**Albany, NY 12205**

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a/an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with **Our Savior’s Lutheran**

**School**. I have authorized the school to thoroughly investigate references, work records, evaluations,

education, and other matters, related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records,

performance reviews, letters, reports, and other information related to my life and employment, without

giving me prior notice of such disclosure.

In addition, I hereby release the **Our Savior’s Lutheran School**, my former employers, references, and all other

parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation

or disclosure.

I wave the right to ever personally view any references given to **Our Savior’s Lutheran School**.

I certify that I have carefully read and do understand the above statements.

Applicant’s Name (Print)

Applicant’s Signature

Date

** PERSONAL RECOMMENDATION**

This form is to be filled out and returned via mail, email or faxed directly to:

**Our Savior’s Lutheran School**

**Attention: Principal**

**63 Mountain View Avenue**

**Albany, NY 12205**

**Phone: 518-459-2273 Fax: 518-459-1330**

**Email:** [**contactus@oursaviors.com**](mailto:contactus@oursaviors.com)

Name of Applicant: Date:

Position Applied For:

The individual named above is applying for a position at Our Savior’s Lutheran School. We appreciate your honest evaluation of the applicant’s Personal life. Thank you for your part in this recommendation process.

Your name (please print):

Telephone (work): (home):

How long have you known the applicant?

What is your relationship to the applicant?

Where do you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give us your honest evaluation of the following areas of the applicant’s personal life.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not**  **Observed** | **Weak** | **Fair** | **Good** | **Very**  **Good** |
| 1.Is a person of integrity |  |  |  |  |  |
| 2. Displays a passion for teaching |  |  |  |  |  |
| 3.Shows a genuine interest in others |  |  |  |  |  |
| 4.Is dependable |  |  |  |  |  |
| 5. Is reliable |  |  |  |  |  |
| 6.Is honest |  |  |  |  |  |
| 7.Encourages others |  |  |  |  |  |
| 8.Manages time will |  |  |  |  |  |
| 9.Effectively handles conflict and disagreement |  |  |  |  |  |
| 10.Sets personal goals and follows through with them |  |  |  |  |  |
| 11.Shows respect toward others |  |  |  |  |  |
| 12.Is trustworthy |  |  |  |  |  |
| 13.Is self-disciplined |  |  |  |  |  |
| 14.Shows a consistency between words and actions |  |  |  |  |  |
| 15.Is a good listener |  |  |  |  |  |
| 16.Is loving towards others |  |  |  |  |  |
| 17.Is always available and accessible |  |  |  |  |  |
| 18.Easily builds relationships with others |  |  |  |  |  |
| 19.Offers a helping hand when others are in need |  |  |  |  |  |

How would you describe the applicant’s overall character? (Please describe actions or behaviors which can support your comments, if possible)

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

How would you describe the applicant’s overall personality and how it fits with working at a Christian school?

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

Is there anything we should know about the applicant’s life that would cause concern regarding his/her ability to teach young children at OSL?

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

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: Date:

**PASTORAL/SPIRITUAL**

**RECOMMENDATION**

This form is to be filled out and returned via mail, email or faxed directly to:

**Our Savior’s Lutheran School**

**Attention: Principal**

**63 Mountain View Avenue**

**Albany, NY 12205**

**Phone: 518-459-2273 Fax: 518-459-1330**

**Email:** [**contactus@oursaviors.com**](mailto:contactus@oursaviors.com)

Name of Applicant: Date:

Position Applied For:

The individual named above is applying for a position at Our Savior’s Lutheran School. We appreciate your honest evaluation of the applicant’s spiritual life. Thank you for your part in this recommendation process.

Your name (please print):

Telephone (work): (home):

How long have you known the applicant?

What is your relationship to the applicant?

Please give us your honest evaluation of the following areas of the applicant’s spiritual life.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not**  **Observed** | **Weak** | **Fair** | **Good** | **Very**  **Good** |
| 1. Personal commitment/devotion to Jesus Christ |  |  |  |  |  |
| 1. Life reflects the life of Jesus Christ in moral purity |  |  |  |  |  |
| 1. Has a good working knowledge of the Bible |  |  |  |  |  |
| 1. Capable of communicating God’s Word to children |  |  |  |  |  |
| 1. His/Her life reflects Christian ethics |  |  |  |  |  |
| 1. His/Her life is above reproach |  |  |  |  |  |
| 1. Actively extends Christ’s love to others |  |  |  |  |  |
| 1. Has a great desire to learn and grow spiritually |  |  |  |  |  |
| 1. Deals with conflict in a Biblical manner |  |  |  |  |  |
| 1. Regularly attends church service |  |  |  |  |  |
| 1. Is a good influence on others |  |  |  |  |  |
| 1. Exhibits a life surrendered to the Lord |  |  |  |  |  |

How would you describe the applicant’s overall spiritual character?

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

How would you describe the applicant’s overall Christian experience and example?

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

If the applicant is hired, is there an area of his/her spiritual life that OSL could help nurture and grow?

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

Is there anything we should know about the applicant’s life that would cause concern regarding his/her ability to teach young children at OSL?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: Date:

**PROFESSIONAL RECOMMENDATION**

This form is to be filled out and returned via mail, email or faxed directly to:

**Our Savior’s Lutheran School**

**Attention: Principal**

**63 Mountain View Avenue**

**Albany, NY 12205**

**Phone: 518-459-2273 Fax: 518-459-1330**

**Email:** [**contactus@oursaviors.com**](mailto:contactus@oursaviors.com)

Name of Applicant: Date:

Position Applied For:

The individual named above is applying for a position at Our Savior’s Lutheran School. We appreciate your honest evaluation of the applicant’s Professional life. Thank you for your part in this recommendation process.

Your name (please print):

Telephone (work): (home):

How long have you known the applicant?

What is your relationship to the applicant?

Where do you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give us your honest evaluation of the following areas of the applicant’s professional life.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Not**  **Observed** | **Weak** | **Fair** | **Good** | **Very**  **Good** |
| 1.Has a personal commitment to teaching |  |  |  |  |  |
| 2. Is able to teach children in a way that is effective |  |  |  |  |  |
| 3.Is a role model for children and adults |  |  |  |  |  |
| 4.Is dependable |  |  |  |  |  |
| 5. Contributes as a team player |  |  |  |  |  |
| 6.Shows a genuine interest in students |  |  |  |  |  |
| 7.Is active in extracurricular activities |  |  |  |  |  |
| 8.Manages time well |  |  |  |  |  |
| 9.Effectively handles conflict and disagreements |  |  |  |  |  |
| 10.Is a person of integrity |  |  |  |  |  |
| 11.Has a great desire to continue to learn |  |  |  |  |  |
| 12.Has the ability to communicate ideas well |  |  |  |  |  |
| 13.Uses creative teaching techniques, demonstrating new ideas and concepts |  |  |  |  |  |
| 14.Heeds to counsel of supervisors |  |  |  |  |  |
| 15.Shows Initiative |  |  |  |  |  |
| 16.Has an impeccable work ethic |  |  |  |  |  |
|  | **Not**  **Observed** | **Weak** | **Fair** | **Good** | **Very**  **Good** |
| 17.Competent in teaching abilities |  |  |  |  |  |
| 18.Exhibits self-discipline |  |  |  |  |  |
| 19.Exhibits leadership skills |  |  |  |  |  |
| 20.Exhibits intellectual ability |  |  |  |  |  |
| 21.Demonstrates good interpersonal skills |  |  |  |  |  |
| 22. Acts as a coach or mentor to students |  |  |  |  |  |
| 23.Demonstrates potential for career advancement |  |  |  |  |  |
| 24.Effectively plans classroom strategies |  |  |  |  |  |
| 25.Demonstrates aptitude for chosen profession |  |  |  |  |  |

How would you describe the applicant’s overall professional character?

How would you describe the applicant’s overall teaching abilities?

Is there anything we should know about the applicant’s life that would cause concern regarding his/her ability to teach young children at OSL?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: Date: