



1300 St. Francis Road, Santa Rosa, CA 95409 USA

(707) 829-0606

## EMPLOYMENT APPLICATION

Full name (given, family): \_\_\_\_\_

Current address (until \_\_\_\_\_): \_\_\_\_\_

\_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Current email: \_\_\_\_\_ Other email, if applicable: \_\_\_\_\_

Permanent address (if different from above):  
 \_\_\_\_\_  
 \_\_\_\_\_

### EDUCATION AND WORK EXPERIENCE

**Educational History:** List all schools attended (college, university, business, trade, seminary, graduate school, high school, etc. Please don't list primary school. *Note: If you are selected for an interview, you will be required to submit official transcripts or certificates at that time.*

School/College	City, State	Dates	Field of Study	Degree / Certif.

**Work History:** List the last three jobs or internships you have had, or your work history of the last five years, starting with most recent. You may attach additional job history or a resume.

Employer / Organization and address	Dates	Brief description of duties	Reason for leaving

**Additional trainings or volunteer experiences:** Please list any additional trainings or certificates or volunteer experience here (e.g., internships, teacher certifications, CPR, etc.):

Organization name and location	Duration (dates) and total time spent	Brief description	Certificate or certification awarded, if any:

What did you gain from these experiences?

**Language Skills:** Please indicate your language competency in the following table. Use a 5 for Fluent, 4 Advanced intermediate, 3 for Intermediate conversational, 2 for Beginning (some facility) and 1 for Beginner.

Language	Speaking	Listening	Reading	Writing
Kinyarwanda				
French				
Swahili				
English				
Other:				
Other:				

**Other Interests:** Please tell us about your leisure activities, hobbies or talents:

### **CROSS-CULTURAL EXPERIENCE**

1. How will you contribute to the Rwamagana Lutheran School (RLS) and its mission?

2. What do you expect to gain from this experience?
  
  
  
  
  
  
  
  
  
  
3. Describe any overseas living or traveling experiences you've had, where and when you went, for how long and for what reason(s):
  
  
  
  
  
  
  
  
  
  
4. What experiences have you had interacting with people from ethnic, racial or socioeconomic backgrounds different from your own? Please be as specific as possible.

### **EDUCATIONAL PHILOSOPHY AND ADMINISTRATIVE STYLE**

(Please use only the space given.)

1. How do you measure success in the classroom?
  
  
  
  
  
  
  
  
  
  
2. What are some ways that teachers can assess student understanding of material they've studied?
  
  
  
  
  
  
  
  
  
  
3. How can educators cope with varying levels of student ability in a single grade level?

4. What is your philosophy of classroom management?
  
  
  
  
  
  
  
  
  
  
5. As a school administrator, what are specific things you could do to promote and develop high-quality education and achievement?
  
  
  
  
  
  
  
  
  
  
6. Describe some specific strategies to motivate teachers / staff to do their best:
  
  
  
  
  
  
  
  
  
  
7. Briefly describe your administrative style when dealing with other administrators and staff:
  
  
  
  
  
  
  
  
  
  
8. What strategies can help an administrator / supervisor to deal with problem employees? If possible, give an example of your own past actions in such a situation.
  
  
  
  
  
  
  
  
  
  
9. Please describe your experience in managing a budget and what responsibilities you had:

## SELF EVALUATION AND INFORMATION

**Instructions:** Indicate which side of the continuum you are on *most often*. Circle the appropriate number.

I excel at group work. 1 2 3 4 5 6 I excel with independent work.

I like to have a consistent routine of assignments. 1 2 3 4 5 6 I like to experiment with projects each day.

I seek interaction with many people 1 2 3 4 5 6 I seek interaction with fewer people.

I like to initiate projects. 1 2 3 4 5 6 I like to carry out projects others assign.

1. Think of a job you found rewarding. What aspects of the job made it a good experience for you?
  
  
  
  
  
  
  
  
  
  
2. Describe a time when you encountered a difficulty or difference of opinion with a colleague or supervisor. How did you communicate your perspective and what was the end result?
  
  
  
  
  
  
  
  
  
  
3. What causes you stress? How do you respond to or cope with stressful situations?
  
  
  
  
  
  
  
  
  
  
4. What would your friends say that they like about you? In what areas might they say you have room for growth?
  
  
  
  
  
  
  
  
  
  
5. Describe a time when you were very stressed and how you responded or coped with the situation.

6. How does your faith or moral code affect your daily life and your decision-making?

7. What potential difficulties do you foresee living in Rwanda and working at RLS?

8. Please describe briefly your decision to apply for the position of Head of School at Rwamagana Lutheran School and how such an opportunity is related to your aspirations for the future.

**OPTIONAL INFORMATION:**

1. The Rwanda School Project welcomes applicants of any ethnicity, race, religion, age, economic class or sexual orientation. However, as we work closely with various Lutheran organizations, it can be helpful to them to know when Lutherans are participating. If you are Lutheran, please indicate your synod and church home (name and address):

2. How did you learn about this position? Please check all that apply:

Expeditionary (EL) network

Teacher / Professor

Pastor / Spiritual Leader

Friend

RSP website

Other: \_\_\_\_\_

### REFERENCES

Please list 3 people as your references if you are selected for an interview. At least one reference must be from a current or former supervisor and we suggest one from a spiritual leader / mentor. Please do not include relative, co-workers or friends.

Phone

Name	Street, City, State, Zip	Phone	Email	Relationship

To the best of my knowledge, the information provided in this application is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit your application to [info@rwandaschoolproject.org](mailto:info@rwandaschoolproject.org) or the address on the first page.