

The Rwanda School Project

1300 St. Francis Road
Santa Rosa, CA 95409 USA

EMPLOYMENT APPLICATION

Full Given Name, Family Name:

Current Address (until____):

Phone (H):

Phone (W):

Phone (C):

Email (current):

Date of Birth:

Permanent Address (if different):

Permanent Phone:

Email (permanent):

EDUCATION AND WORK EXPERIENCE

Educational History: List all school attended (college/university, business, trade, seminary, graduate school, high school).

Note: If you are selected to be interviewed, you will be required to submit official copies of transcripts and/or certificates at that time.

School/College	City, State	Dates	Field of Study	Degree

If you have or will have any professional licensure or certification, e.g. teaching, nursing, counseling, law, please specify type of certification and dates of training.

Work History: List the last three jobs or internships you have had, or your work history of the last five years beginning with the most recent.

Note: You may attach additional job history or a resume on a separate sheet.

Employer or Organization	Dates	Nature of Work	Reason for Leaving

Have you ever been convicted of a crime? Yes No If yes, please explain.

OTHER INTERESTS AND EXPERIENCE

Volunteer Experience: List the three most important organizations or events with which you have recently been involved.

Organization/Event	Dates	Nature of Involvement	Reason for Leaving

What did you gain from these experiences?

Language Skills: Indicate your level of comprehension of the following languages by marking an "X" in each appropriate box.

Language	Speaking	Writing	Listening	Reading
Kinyarwanda				
French				
English				
Swahili				
Other:				

Other Interests: Tell us about your leisure activities, hobbies and/or talents.

PERSPECTIVES AND ANALYSIS

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 have had, including highlights and drawbacks. What expectations or concerns do you have about living in Rwanda?
4. What experiences have you had interacting with people for ethnic, racial or socioeconomic backgrounds different from your own?

SELF EVALUATION

Instructions: Indicate which side of the continuum you are on *most often*. Check a single box to the right of the appropriate number.

I excel with 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 do your friends say they like about you? In what areas would they say you have room for growth?

EXPECTATIONS

1. What potential difficulties do you foresee living in Rwanda and working at RLS, e.g. genocide, Christianity, Islam, language, Africa, lack of convenience in daily living, third world. Every experience has some difficult aspects, so please respond.
2. How does your faith or moral code affect your daily life and your decision-making?
3. Do you have any special needs or health concerns (physical, mental, emotional)?
4. Please describe briefly your decision to apply for the position of Head of School at RLS and how such an opportunity is related to your aspirations for the future.

OPTIONAL INFORMATION

The Rwanda School Project welcomes applicants of any ethnicity, race, religion, age, economic class or sexual orientation. However, since the Project works closely with the Evangelical Lutheran Church of America (ELCA) and the Lutheran World Federation (LWF), it is helpful to these organizations to know when Lutherans are participating

1. If you are Lutheran, please indicate your regional synod and home church or faith community. Include street, city, state, zip code, phone number and email address.

2. How did you first find out about this position? Please check all that apply.

<input type="checkbox"/> Expeditionary Learning Staff	<input type="checkbox"/> Brochure
<input type="checkbox"/> Teacher/Professor	<input type="checkbox"/> RSP Website
<input type="checkbox"/> Spiritual Leader/Pastor	<input type="checkbox"/> Other Website:_____
<input type="checkbox"/> Friend	<input type="checkbox"/> Other:_____

REFERENCES

Please list three people to whom you will send reference forms, if you are selected for an interview. At least one reference must come from a current/former supervisor, and we suggest one come from a spiritual leader/mentor. Please do not include relatives or friends.

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 no later than February 1, 2018.