

Position Applying For:

- Upper School Principal
- Middle School Principal
- Lower School Principal

- Director of Admissions
- Director of Advancement
- Director of Business Affairs
- Director of Marketing/Communications

- Academic Dean
- Athletic Director
- Dean of Students
- Other: \_\_\_\_\_

Date Submitted: \_\_\_\_\_



**A Christ-Centered Preparatory School**

**One Whitefield Drive SE, Mableton, GA 30126, 678-305-3000**  
**www.whitefieldacademy.com**

## Administration Application

*Whitefield Academy does not discriminate on the basis of race, gender, age, disability, or national origin in the employment of teachers, administrators, or staff members. Any offer of employment will be subject to a background check.*

### Personal Information

Name \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

Present Church Membership \_\_\_\_\_

Are you over age 18? \_\_\_\_\_ Are you legally authorized to work in the United States? \_\_\_\_\_

Have you ever been convicted of, or pled guilty or no contest to, any violation of the law that has not been expunged by a Court of law? \_\_\_\_\_ If yes, please attach a complete explanation.

Have you ever been convicted of, or pled guilty or no contest to, any offense involving sexual misconduct or moral turpitude? \_\_\_\_\_ If yes, please attach a complete explanation.

Current Employer \_\_\_\_\_ Earnings \_\_\_\_\_ per \_\_\_\_\_

**Certification:** I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Headmaster (and/or designee), and the Board of Trustees will be relying on the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statement or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Whitefield Academy to immediately terminate my employment.

**Authorization:** I authorize Whitefield Academy and its administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give Whitefield Academy any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of their furnishing such information to the school's representative(s).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Education

List all schools attended. Include any degree work currently in progress.

School and Complete Address		Degree, Major, and Date Awarded
Secondary:		
Undergraduate:		
Graduate:		
Other:		

## Teaching/Administration Experience

Please list most recent first.

From (Mo/Yr)	To (Mo/Yr)	School/Company Name and Complete Address	Subject/Grades	Reason for Leaving	Salary

Are you certified?    Yes    No      Type: \_\_\_\_\_      State: \_\_\_\_\_      Grade: \_\_\_\_\_

## Other Work Experience

Please list most recent first.

From (Mo/Yr)	To (Mo/Yr)	Company Name and Complete Address	Position	Reason for Leaving	Salary

## References

Please supply the required information for three references from whom we may solicit information regarding your professional work experience, personal characteristics, and Christian life. Two references must be an immediate supervisor (i.e., principal, assistant principal, etc.).

Name	Title	Address (street, city, state, zip)	Phone (w/ area code)	Relationship and dates acquainted w/ your work

## Extracurricular Activities

List extra-curricular activities you are qualified to advise. Possible areas include: athletics (specify), band, chorus, community service, debate, drama, language clubs, literary magazine, newspaper, outdoor adventures, photography, student government, travel club, etc.

Activity	Details of Experience

## Personal Statements

Using additional paper, please respond to the following statements or questions:

1. Detail your Christian faith and experience.
2. If you were asked by a student to explain how to become a Christian, how would you respond?
3. Why are you interested in working at Whitefield Academy?
4. Detail your philosophy of Christian education in a college preparatory setting.
5. What is your leadership style?
6. What do you feel are the three most critical issues facing Christian education today?
7. Name three books (personal or professional) you have read in the last year and explain why they were important to you.
8. Please include any additional information that might help us better evaluate your application for employment.

## Application Submission Instructions

Please return this application along with a **current resume** and a **copy of all college transcripts** (these may come independently of your application) to Whitefield Academy, Attn: Mindi Ashburn, Assistant to the Headmaster, via:

- postal mail to 1 Whitefield Drive SE, Mableton, GA 30126
- fax to 678-305-3010
- e-mail to [mindia@whitefieldacademy.com](mailto:mindia@whitefieldacademy.com)

# Mission Statement and Statement of Faith

## MISSION STATEMENT

Whitefield Academy, a Christ-centered college preparatory school, exists to bolster Christian families in rearing young people who go on to college and life with a passion for learning, for others ahead of self, and for the living and active Jesus.

## STATEMENT OF FAITH

I hereby declare my full agreement with the following statement both as an indication of my personal beliefs and as an affirmation that these are the beliefs upon which Whitefield Academy has been founded and that I am honor bound to uphold and protect.

The basis for Whitefield Academy is the written, infallible Word of God, the Scriptures of the Old and New Testaments, as they are generally interpreted in the historic evangelical confessions of the faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the Lordship of Jesus Christ, over the world and thus over every department of human activity. We submit unconditionally to the authority of Holy Scriptures, thereby recognizing these Scriptures as the supreme and final standard for Christian education and all other matters of faith and life. On this basis, we subscribe to the following articles of belief:

- I believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
- I believe in one God, who exists eternally in three persons: Father, Son, and Holy Spirit.
- I believe that Jesus Christ was begotten by the Holy Spirit, born of a virgin, Mary, and is true God and true man.
- I believe that man was created by an immediate, direct act of God, in His image; that man sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature and are sinners in thought, word, and deed.
- I believe that the Lord Jesus died for our sins in accordance with the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood.
- I believe in the resurrection of the crucified body of our Lord, His ascension into heaven, and His present life there for us, as High Priest and Advocate.
- I believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom where He will rule and reign in righteousness.
- I believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God.

By signing below, I acknowledge that I have read, understand, and agree with the principles of the Mission Statement and the Whitefield Academy Statement of Faith. I understand that as an applicant for a position in this organization, I represent the school to others and that my life should reflect the principles upon which the school operates.

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