

**Position Applying For:**

- Upper School Principal
- Middle School Principal
- Lower School Principal
- Academic Dean
- Athletic Director
- Dean of Students
- Director of Admission
- Director of Advancement
- Director of Business Affairs
- Other \_\_\_\_\_

# ADMINISTRATION APPLICATION

This application may be filled out electronically. Print the application for your signatures and submission.

*Please return this application with:*

- a current resume
- a copy of all college transcripts (these may arrive independently)

*to Whitefield Academy, Attn: Leanne Palmer, via:*

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



A Christ-Centered Preparatory School

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.

Have you ever had an employment contract terminated or not renewed? \_\_\_\_\_. If yes, please attach a complete explanation.

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

How did you hear about this job opening? \_\_\_\_\_

**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 \_\_\_\_\_

*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.*

**EDUCATION.** (List all schools attended. Include any degree work in progress.)

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

**TEACHING/ADMINISTRATION EXPERIENCE.** (List most recent first.)

From (Mo/Yr)	To (Mo/Yr)	School/Company Name and Location	Subject/Grades (if applicable)	Reason for Leaving	Salary

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

**OTHER WORK EXPERIENCE.** (List most recent first.)

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

## 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.
- Please include any additional information that might help us better evaluate your application for employment.

## References

Please supply the required information for five references from whom we may solicit information regarding your professional work experience, personal characteristics, and Christian life. Three references must be an immediate supervisor (e.g., principal, assistant principal, department chair, 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

## 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 am a follower of Jesus Christ. I believe the essence of the gospel consists mainly of its doctrine of man's sinful condition and need of salvation, the revelation of God's grace in Christ, and the necessity of personal salvation through faith in Christ. I affirm that, as originally written in the books of the Old and New Testaments, the Bible is the complete, inspired and infallible Word of God. I affirm all of the statements of faith set forth in the Apostles' Creed (see below).

### The Apostles' Creed

I believe in God, the Father Almighty, the Maker of heaven and earth, and 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, dead, and buried;

He descended into hell.

The third day He arose again from the dead;

He ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead.

I believe in the Holy Spirit; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting.

Amen.

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I hereby declare my full agreement with this Statement of Faith 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. By signing below, I acknowledge that I have read, understand, and agree with the principles of the Whitefield Academy Mission Statement and Statement of Faith.

If hired, I understand that as an employee in this organization, I represent the school to others and that my life should reflect the principles upon which the school operates. If at any point I no longer believe in any of the statements contained above, I will inform the headmaster and resign as an employee from the corporation.

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