



**STAFF PRE-APPLICATION QUESTIONNAIRE**  
*All staff applicants should begin with this questionnaire.\**

**Please send a resume and one page cover letter addressing the following topics:**

- 1) Describe a recent insight / lesson that God has taught you (what, when, where) and how it has impacted your spiritual walk.**
- 2) Give examples of creative problem solving.**
- 3) Share initiatives from prior administrative or leadership roles.**
- 4) Give an example of a repeatable system you created or refined in a prior work role.**
- 5) Describe the type of work environment you work best in.**

*Based on current needs and anticipated alignment, we will encourage some who have completed the Staff Pre-Application Questionnaire to complete a full application.*

*\*You are welcome to complete the full application at the same time you complete the Pre-Application Questionnaire and submit both together, with the knowledge that the Pre-Application Questionnaire will be used to determine whether the Wheaton Academy Administration chooses to go forward with the application process using your full application. Submitting both together will not increase your chances of employment at Wheaton Academy; nor will submitting only the questionnaire decrease your chances.*

*We look forward to working with you to determine if your gifts and talents are a good fit at Wheaton Academy.*

**Please submit completed questionnaire to:**

Human Resources  
Wheaton Academy  
900 Prince Crossing Road  
West Chicago, IL 60185

Or email to [employment@wheatonacademy.org](mailto:employment@wheatonacademy.org)