**We are grateful for your interest in employment at Wheaton Academy!**

1. Please complete the **pre-application questionnaire** and submit it with your resume via email to [employment@wheatonacademy.org](mailto:employment@wheatonacademy.org) or via postal mail to Human Resources, c/o Wheaton Academy, 900 Prince Crossing Road, West Chicago, IL 60185.
2. Your pre-application questionnaire and resume will be reviewed and you will receive an update within approximately one week.
3. After we review your pre-application questionnaire, we may ask you to complete a **full application** and come for a **first round interview.**
4. You are welcome to complete the full application at the same time you complete the pre-application questionnaire. If you choose to do so, please understand that the pre-application questionnaire will be used to determine whether we will schedule a first round interview. Submitting the pre-application and application at the same time does not increase the possibility of employment at Wheaton Academy; nor will submitting only the pre-application questionnaire decrease your probability of employment.

Questions? Email Betsey Doebler, Human Resources Manager, at [bdoebler@wheatonacademy.org](mailto:bdoebler@wheatonacademy.org)

We look forward to meeting you!