**Employment Application**

**Thank you for applying for a staff position at Wheaton Academy. This application is divided into sections to allow for ease of formatting as you complete it. The sections are as follows:**

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| **TABLE OF CONTENTS** | | |
| **I** | [**PERSONAL INFORMATION**](#Section1) | **PAGE** |
|  | Personal Information | 2 |
|  | Education | 2 |
|  | Work History | 2 |
|  |  |  |
| **III** | [**SHORT ANSWER ESSAY QUESTIONS**](#Section3) |  |
|  | Spiritual Life | 3 |
|  | Personal Views | 4 |
|  | Professional | 5 |
|  | Rating Scale | 6 |
|  |  |  |
| **V** | [**REFERENCES**](#Section5) |  |
|  | References | 7 |
|  |  |  |
| **VII** | [**AFFIRMATIONS**](#Section7) |  |
|  | Wheaton Academy Statement of Faith | 8 |
|  | Wheaton Academy Guidelines for Christian Living | 9 |
|  | Application Signature page | 10 |

**SECTION I**

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| APPPLICATION FOR STAFF POSITION | | | |
| PERSONAL INFORMATION | | Date of Application: | |
| Last Name: | | First Name: | |
| Street Address: | | | |
| City, State, Zip: | | | |
| Home Telephone: | | Cell Phone: | |
| Email Address: | | | |
| Position Applying for: | | | |
|  | | | |
|  | | | |
| **EDUCATION** (List most recent degree in first column) | | | |
|  | **College/University** | **College/University** | **High School** |
| Name of School |  |  |  |
| City, State |  |  |  |
| Phone # |  |  |  |
| Degree/Major/Minor |  |  |  |
| GPA |  |  |  |
| *Please attach a copy of your undergraduate and graduate transcripts to this application* | | | |

**Work History:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **From – To**  **(YR-YR)** | **Employer Name and Location** | **Job Title** | **Responsibilities** | **Supervisor Name,**  **Phone, Email** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

**SECTION III**

**SHORT ANSWER ESSAY QUESTIONS**

|  |
| --- |
| **Please give a three to five sentence response to the following questions.** |
| **SPIRITUAL LIFE** |
| 1. What are some of the methods you use to keep your relationship with the Lord vital and meaningful? 2. List and describe the three most significant spiritual influences in your life. 3. What are two or three of the personal life philosophies that guide you? 4. List the history of your church involvement to the present (include memberships, current attendance/participation). 5. Describe any formal Bible/Theology training or informal (church/home) Bible training you have had. |

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| PERSONAL VIEWS |
| 1. What is a biblical worldview? 2. In one or two sentences for each word, explain what you believe Scripture teaches about:    1. Scripture    2. Sin / the fall    3. The holy spirit    4. Salvation    5. Redemption    6. Marriage    7. Gender    8. Creation    9. Identity    10. Power 3. As a Christian, what are your personal attitudes toward alcohol, tobacco, marijuana, dancing, and entertainment? 4. Describe how you have engaged with the topic of gender identity. 5. What types of difficult interpersonal or societal situations frustrate or sadden you the most, and how do you handle them biblically? 6. Describe your view of Christian education and your commitment to it. 7. What motivates you to work in a Christian organization? A school? And specifically, Wheaton Academy? |

|  |
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| PROFESSIONAL |
| 1. Explain you experience and proficiency with Microsoft Office, Outlook, Adobe, and database software. 2. Within professional experience, share examples of managing complex responsibilities and multi-tasking. 3. Share initiatives from prior administrative or leadership roles. 4. Cite two or three strengths most often mentioned throughout your professional evaluations or informal feedback. 5. Describe your preferred work environment. 6. How have you grown as a professional in the last 1-3 years? |

|  |  |  |
| --- | --- | --- |
| **Please rate yourself in regard to the following personal characteristics. Use the ratings listed below.** | | |
| **5 = outstanding** | | |
| **4 = strong** | | |
| **3 = average** | | |
| **2 = fair** | | |
| **1 = poor** | | |
| **In one sentence, if you rated yourself at 5, why? If 3 or below, why?** | | |
|  | Relates to People |  |
|  | Professional Attitude |  |
|  | Editing Ability (grammar, etc.) |  |
|  | Honesty & Integrity |  |
|  | Ability to Handle Pressure |  |
|  | Social Adaptability |  |
|  | Resourcefulness |  |
|  | Cooperative Attitude |  |
|  | Potential for Growth |  |
|  | Initiative |  |
|  | Attention to Detail |  |
|  | Quick Pace of Work |  |
|  | Commitment to Excellence |  |
|  | Flexibility |  |
|  | Prioritizing |  |
|  | Communication |  |
|  | Problem Solving |  |
|  | Follow through |  |
|  | Organizational Abilities |  |

|  |  |
| --- | --- |
| REFERENCES | |
| 1) Pastoral Pastor of the church you are now attending | |
| Pastor’s Name: | Email Address: |
| Church Name: | Telephone #: |
| Street Address: | |
| City, State, Zip: | |
|  | |
| 2) Spiritual A spiritual leader, not your present pastor, who knows you well | |
| Name: | Email Address: |
| Relationship to you: | Telephone #: |
| Street Address: | |
| City, State, Zip: | |
|  | |
| 3) Professional | |
| Name: | Email Address: |
| Relationship to you: | Telephone #: |
| Street Address: | |
| City, State, Zip: | |
|  | |
| 4) Professional | |
| Name: | Email Address: |
| Home Telephone #: | Cell or Work Telephone #: |
| Street Address: | |
| City, State, Zip: | |
|  | |
| 5) Another person/individual of your choice | |
| Name: | Email Address: |
| Relationship to you: | Telephone #: |
| Street Address: | |
| City, State, Zip: | |

**SECTION VII**

# AFFIRMATIONS

# WHEATON ACADEMY STATEMENT OF FAITH

***Preamble***

Since its founding in 1853, Wheaton Academy has been an educational institution committed to the evangelical Christian faith. The school was established on the belief that *the fear of the Lord is the beginning of knowledge* (Proverbs 1:7).

Wheaton Academy is a confessional institution pledged to a Statement of Faith that is consonant with evangelical Protestant Christianity. The Statement affirms salient features of the historic Christian creeds and identifies the Academy not only with the Scriptures, but also with the Reformers and the evangelical movement of more recent years.

***Statement of Faith***

1. We believe in the Scripture 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.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature that leads them to sin in thought, word and deed.
5. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
7. We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

Approved by Wheaton Academy Corporation, 5/13/97

**Guidelines for Christian Living**

Understanding the purpose or mission of WA, we believe the Word of God provides insights for daily living. Our lives will be enriched by applying these truths in a consistent manner. In keeping with these beliefs, it is to be understood that Wheaton Academy expects its staff and students to:

1) **Actively work at building and nourishing a personal relationship with Jesus Christ.**

Studying God's Word, maintaining an active prayer life, worshipping with fellow believers, making one's self accountable to others, and sharing one's faith are vital components of a growing relationship.

2) **Think about things that are true, noble, right, and pure (Phil. 4:8).**

Avoid influences that distract one's mind, recognizing that what occupies the mind will sooner or later determine one's speech and actions.

3) **Choose your friends and associations carefully (Psalm 1:1).**

One tends to become like the people with whom one associates. Understand the progressive nature of sinful activities.

4) **Encourage one another and build each other up (I Thess. 5:11).**

Avoid destructive, unkind, and unnecessary words or deeds. Take care that one's attitudes and actions positively influence others, and do not become a stumbling block (Romans 14:13). Respectful words as well as respectful actions are expected.

5) **Communicate directly with one another in the spirit of love (Matthew 18:15-17).**

Avoid gossip, talking behind one another's back or holding bitterness.

6) **Respect authority (I Peter 2:17).**

Honor God, obey and respect the laws of our country, the standards of one's parents, and the expectations of one's school and communities. Living under the authority of one’s parents is an ongoing expectation.

7) **Be honest and above reproach (Proverbs 8:7).**

Always speak the truth and avoid even the appearance of dishonesty. Refrain from stealing, lying, cheating, and gambling.

8) **Demonstrate self-control (James 1:9).**

Be quick to listen, slow to speak, and slow to become angry. Great care should be taken not to become a distraction to other students and teachers during the educational process. When you sin, seek forgiveness and make amends.

9) **Care for your body as a "temple of God" (I Cor. 6:19).**

The use of alcohol must be practiced within the biblical guidelines of moderation and restraint (Ephesians 5:18; Proverbs 20:1, 23:20; Romans 14) and must be practiced with extreme sensitivity and respect toward other believers in our community and their beliefs and practices regarding alcohol. In no case may alcohol be consumed during a school activity (including prolonged trips), or in the presence of students or in a place where it is reasonably expected that students would be present (such as a local restaurant).

Refrain from the possession and use of tobacco, illegal drugs, abusing prescription drugs or any other harmful substance or activities. Students and staff are expected to “flee” from the presence and association of any inappropriate or illegal activities (**Eph. 5:3-7)**.

10) **Maintain biblical standards of morality (I Cor. 6:18).**

Scripture is clear about the God-given worth of men and women, from conception to death, as unique image-bearers of God. We are responsible to save sex for what and when God intended, within the sanctity of a marriage between a man and a woman. Because Scripture condemns the use of pornography, pre-marital sex, and homosexual behavior, while upholding the purity of the unmarried, great care should be taken to avoid activities, influences, and messages (whether spoken, written or visual) that distort the biblical model of sexuality.

**BY MY SIGNATURE BELOW I AFFIRM:**

* That all of the information contained in this application is factually correct and honestly presented. (Inaccurate information may lead to dismissal.)
* That I have carefully read the **Wheaton Academy Statement of Faith**, that I understand its affirmations, and that these affirmations express my own convictions. (Please explain any questions, reservations, or disagreements in an attached statement.)
* That I have carefully read **Wheaton Academy’s Guidelines for Christian Living**, that these Guidelines express my own Christian convictions, aspirations and commitments, and that if I am employed by Wheaton Academy, I will gladly join in fulfilling its responsibilities.
* I give Wheaton Academy permission to contact my former employers and my listed references.
* I give Wheaton Academy permission to perform a social media background check that is compliant with the Fair Credit Reporting Act.
* That if I am offered a position at Wheaton Academy, I will be asked to consent to a **Background Check** at the school’s expense before my first day of employment.
* That if I am offered a position at Wheaton Academy, I will be asked to consent to a **physical exam** at the schools expense before my first day of employment, per Illinois School Code (105 ILCS 5/24-5).
* That if I am employed by Wheaton Academy, I will labor to do all I can to bring honor and glory to the Lord Jesus Christ and to promote the philosophy and purpose of Wheaton Academy.

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Signature Date

**Please submit your application with references page and a copy of your college/post-graduate transcripts to:**

[employment@wheatonacademy.org](mailto:employment@wheatonacademy.org)

Or send to:

Wheaton Academy Human Resources

900 Prince Crossing Road

West Chicago, IL 60185

*The faculty and staff of Wheaton Academy affirm a Statement of Faith and adhere to lifestyle expectations. Wheaton Academy hires faculty and staff of any race, national origin, and gender and complies with federal and state laws for nondiscrimination in employment.*