

Administrator Employment Application



Wesleyan School

5405 Spalding Drive
Norcross, Georgia 30092
(770) 448-7640
Fax: (770) 448-3699

Wesleyan School is an independent, coeducational, Christian, college preparatory day school grades kindergarten through twelve, which does not discriminate on the basis of race, color, gender, age, disability, or national origin in the employment of teachers.

Date ____/____/____

Date available for employment ____/____/____

Last Name _____ First Name _____ Middle Initial _____

Former Name _____ Name Preferred to be called: _____

Optional Information: Preferred Title _____

Present Contact Information

Street _____ Apartment : _____
City _____ State _____ Zip Code _____
Home Phone Number (_____) _____ Work Phone Number (_____) _____ Cell (_____) _____
FAX (_____) _____ E-mail Address: _____

Permanent Contact Information *If same as present address, check here*

Street _____ Apartment : _____
City _____ State _____ Zip Code _____
Home Phone Number (_____) _____ Work Phone Number (_____) _____

Church: _____ **Pastor's Name:** _____

Location: _____

Indicate below the position(s) for which you are applying:

<i>Position</i>	<i>Title</i>
Administrator	

Educational and Professional Training

	<i>School</i>	<i>Location</i>	<i>Dates</i>	<i>Degree or Diploma</i>
High School				
College				
Graduate Work				

Undergraduate Major: _____ **Minor:** _____

Graduate Major: _____ **Minor:** _____

Do you hold (a) teaching certificate(s) from Georgia or from any other state? _____

If yes, please complete the following:

State	Certificate Type	Certificate Number	Expiration Date

Will you complete or have you completed practice teaching? Yes No If so, when? _____

School system: _____ Name and address of school: _____

Cooperating teacher: _____ College supervisor: _____

How many semesters of professional education courses have you completed? _____

How did you learn about Wesleyan School? _____

If now employed, why are you considering leaving your present position? _____

Have you resigned from your present position? _____

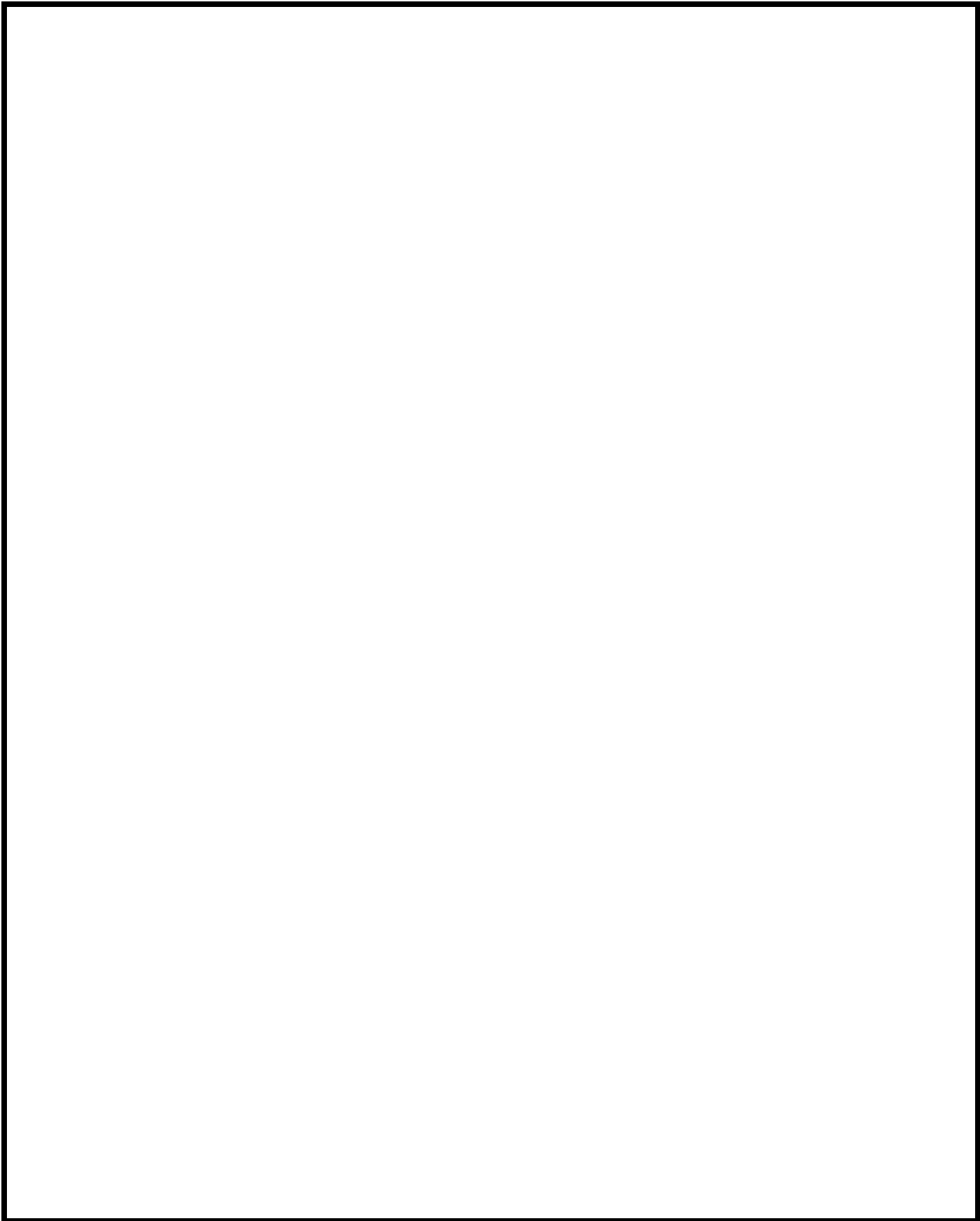
Have you ever failed to have a contract renewed? _____ If yes, please explain: _____

Are you presently under contract? _____ If so, when will this contract expire? _____

Are you either a U.S. citizen or an alien legally authorized to work in the U.S.? _____

Within the past five years, have you been convicted of a crime? _____ If yes, please describe in detail (accusation or conviction will not automatically bar employment). _____

Briefly describe your personal faith journey and how it relates to your role as an educator.



Briefly describe your philosophy of educational leadership.

Please indicate by placing 1, 2, 3, up to 5, in priority order, to the LEFT of those activities you feel qualified to coach or sponsor.

<i>Academic Quiz Bowl</i>	<i>Flag Corps</i>	<i>Newspaper</i>	<i>Wrestling</i>
<i>Baseball</i>	<i>Football</i>	<i>Photography</i>	<i>Yearbook</i>
<i>Basketball</i>	<i>Golf</i>	<i>Soccer</i>	<i>Other, specify:</i>
<i>Cheerleading</i>	<i>Honor Council</i>	<i>Softball</i>	
<i>Community Service</i>	<i>Lacrosse</i>	<i>Student Government</i>	
<i>Cross Country</i>	<i>Literary Magazine</i>	<i>Swimming</i>	
<i>Dance</i>	<i>Marching Band</i>	<i>Tennis</i>	
<i>Debate</i>	<i>Missions</i>	<i>Track</i>	
<i>Drama</i>	<i>Mock Trial</i>	<i>Volleyball</i>	

Please explain your experience level with any of the above activities either as a participant or coach/sponsor:

EDUCATIONAL WORK EXPERIENCE

School	Location	Principal/Supervisor
Job Title/Description and Responsibilities		Dates
School	Location	Principal/Supervisor
Job Title/Description and Responsibilities		Dates
School	Location	Principal/Supervisor
Job Title/Description and Responsibilities		Dates
School	Location	Principal/Supervisor
Job Title/Description and Responsibilities		Dates

OTHER WORK EXPERIENCE

Employer	Location	Supervisor
Job Title/Description		Dates
Employer	Location	Supervisor
Job Title/Description		Dates

Please write a brief statement explaining why you chose to enter the profession of education.

REFERENCES *Include principals and/or superintendents under whom you have most recently taught and one person who can vouch for your character and qualifications.*

Professional

Name Position School/Company Name Business Phone

Address Home Phone

Name Position School/Company Name Business Phone

Address Home Phone

Name Position School/Company Name Business Phone

Address Home Phone

Name Position School/Company Name Business Phone

Address Home Phone

Personal

Name Business Phone

Address Home Phone

Name Business Phone

Address Home Phone

If a placement file is being sent, please list name of institution(s): _____

When may we contact the references listed? _____

A TRANSCRIPT is required to complete this application. Please send as soon as possible.

This is to certify that all statements contained herein are complete and accurate. Incomplete or inaccurate information may result in termination of employment and all contracts and other penalties provided in the Georgia Code regarding "making false statements" and/or "falsification of government records."

Signature _____ **Date** _____