



Send to: Michael J. McKenna, Headmaster
 Mars Hill Academy
 4230 Aero Dr.
 Mason, OH 45040
 Main office: 513.770.3223

Upper School Principal Employment Application

Applicant: Please complete this form and include a separate sheet for answers to the personal response questions.

I. PERSONAL DATA

A. Name _____ Tel. (h) _____
 Address _____ Tel. (c) _____
 _____ Email _____
 _____ Appl. Date _____
 City State Zip Date Avail. _____

B. Why are you considering a change of position at this time? _____

C. Date of Birth _____

D. Marital Status Single Married Divorced Widowed Remarried

E. Family Information

Spouse's Name _____ Employment _____

Children's Names			
D.O.B.			
Current Grade			

F. Church Membership (*It is the policy of Mars Hill Academy that all teachers be members in good standing of an evangelical church.*)

G. Have you read the entire Bible? Yes No (*If No, please list the portions you have not read.*)

H. The general state of your health is Excellent Good Average Poor

Do you have any recurring illnesses or other difficulties that may, at any time, affect your ability to work?

Yes No

If Yes, please explain _____

I. Have you ever been convicted or arrested for a criminal act? Yes No

If Yes, please explain _____

II. EDUCATION

A. Undergraduate college/university, location

Degree Major _____ Degree Date _____

Minor _____ Degree Date _____

B. Graduate university, location

Degree Major _____ Degree Date _____

C. Other training or preparation relevant to this position

III. TEACHING EXPERIENCE

Name and location of schools in which you have taught (most recent first)	Grades/Subjects taught	No. years you taught there	Dates/Years you taught there	Reason for leaving

IV. ADMINISTRATIVE EXPERIENCE

Name and location of schools in which you have served in an administrative capacity (most recent first)	Grades/Levels Supervised	Dates/Years there	No. years there	Reason for leaving

Most recent salary _____

V. OTHER WORK EXPERIENCE

Please list all other work or military experience

Employer	Job	Dates/Years you worked there	Reason for leaving

VI. OTHER EXPERIENCE

Please list other experiences which you feel strengthen your application.

VII. RECOGNITION/HONORS

Please list honors or other areas of achievement you've received.

VIII. LIST PROFESSIONAL ORGANIZATIONS TO WHICH YOU BELONG

IX. PERSONAL INTEREST

Please list any areas of school life (e.g., art, music, athletics, coaching, drama, journalism, yearbook, foreign languages, etc.) in which you have a personal interest. Also indicate the amount of experience you have with these areas of interest.

Are you particularly interested, gifted, or qualified in any of the following? Please check all that apply.

Art Music (Please indicate *Vocal* or *Instrumental* _____)

Sports (Please list): _____ Coaching

Latin or other Foreign Language (Please list): _____

Drama Debate Mock Trial Yearbook Journalism

X. QUESTIONS FOR PERSONAL RESPONSE (Please answer the following on a separate piece of paper.)

1. Describe your testimony of conversion and personal view of the Bible. (A brief testimony will suffice for this application.)
2. Explain what you consider to be the function of a Christian school.
3. Express your philosophy of education.
4. Express your thoughts on Dorothy Sayers' article "The Lost Tools of Learning."
5. Describe a particularly difficult challenge or conflict in your role as an administrator or teacher, and also how you resolved it.
6. Please describe the particular strengths and weaknesses of students at both the Logic and Rhetoric levels. How are you particularly gifted to address these strengths and weaknesses in the young men and women in your care?
7. List the books you have read in the last 12 months (*excluding* books assigned as required reading for professional development, college coursework, etc.). Include a brief explanation of the book that had the greatest impact on you and why.
8. Please read the Westminster Confession of Faith and briefly list any objections/exceptions.
9. Please read the Dallas Statement on Social Justice and the Gospel and briefly state any objections you have to it. (<https://statementonsocialjustice.com/wp-content/uploads/2018/09/SSJG-FINAL.pdf>)

XI. REFERENCES (Please use the attached reference form to provide us with your references.)

Authorization to Check References

Office Use Only: Applicant _____

Interview Date: _____

Full Name: _____ / _____

Include full name for exact identification purposes / "Goes by" name

Address: _____

City: _____ State _____ Zip _____

Phone: (H) _____ (W) _____ (C) _____

Social Security # _____

I authorize Mars Hill Academy to contact the references listed below as part of checking my background regarding my application. Unless indicated below, we will not contact other parties.

All reference information will be treated confidentially and shared only with senior administration and board members.

Please check here if we are free to contact other references that we may develop.

Please provide references who know you well, who have been superiors, peers, and subordinates. Please, no references which are solely personal in nature.

	CONTACT PERSON / Goes by	RELATIONSHIP	COMPANY	PHONE # & EMAIL
SUPERIORS				(W) _____ (Cell) Email: _____
				(W) _____ (Cell) Email: _____
				(W) _____ (Cell) Email: _____
PEERS				(W) _____ (Cell) Email: _____
				(W) _____ (Cell) Email: _____
				(W) _____ (Cell) Email: _____
SUBORDINATES				(W) _____ (Cell) Email: _____
				(W) _____ (Cell) Email: _____
				(W) _____ (Cell) Email: _____

