



# TRINITY ACADEMY

## Employment Application Questions – Substitute Receptionist

1. The receptionist position requires a variety of skills – multi-tasking, discernment, confidentiality, grace under pressure, and more. Briefly describe your comfort level serving as a primary point of contact for a school community and how you will navigate the requirements of the role.
2. Please describe your religious beliefs and experience and respond to Trinity Academy's Statement of Faith. (One to two paragraphs)
3. Please describe your current involvement/engagement with a faith community. (One to two paragraphs)
4. If you have any experience in classical education, tell us a little bit about that. If you do not have direct experience, you are encouraged to read a brief overview [here](#). What is it about classical education that you are drawn to the most?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.
6. List three references giving name, email, address, and phone number for each. Of the three references, one must be your most recent supervisor and one must be able to speak to your spiritual growth and development (such as a pastor). Note that references will not be contacted prior to an interview.