



Dear Servant of the Lord,

Thank you for your interest in employment with the Rock Church and Academy ("Rock"). We encourage you to pray for God's direction before applying. The Rock's hiring process is detailed and includes multiple steps that are designed to help us achieve our goals of selecting qualified applicants for hire and providing a safe and productive environment for students, members, staff, volunteers and visitors.

**To apply for a position:**

Please submit the following information via email [hr@sdrock.com](mailto:hr@sdrock.com), via fax (619.393.0187), or via mail to: 2277 Rosecrans St, San Diego, CA 92106 (Attn: HR Department).

1. Employment Application (to be completed by all external applicants)
2. Rock Academy applicants, who are applying for Faculty or Coach positions, must also complete the applicable addendum.
  - a. Faculty Addendum
  - b. Coach Addendum
3. Resume (list last ten years of employment experience)
4. College Transcripts (if applicable for the position)

**The Rock's applicant consideration process is as follows:**

1. Depending on the Rock's ministerial and operational needs, its recruiter prescreens applications and selects candidates to undergo the interview process. Not all positions are filled immediately. As such, the Rock will retain applications for 12 months from the date of receipt.
2. The applicant(s) selected to continue in the consideration process will be scheduled for a Spiritual Check-in with a Pastor or authorized designee. Some positions may also require a Work Style Preference ("WSP") assessment. Applicants selected for consideration for positions that are subject to the WSP will be notified of this requirement when they are interviewed. The assessment results will be considered in the hiring process.
3. The applicant(s) selected to continue with the consideration process will be scheduled for an additional in-person interview.
4. Once a final applicant has been selected and a conditional offer has been made, the Rock will make every effort to notify the remaining applicants who were selected to begin the consideration process. Please note that all offers of employment are conditioned upon applicants passing a pre-employment background check, confirmation of employment eligibility in the United States, and confirmation of additional position specific requirements (i.e. education, certifications, licensures, Live Scan, etc.).

The Rock's thorough review and consideration process is only one reason we encourage applicants to prayerfully consider if God is truly calling them to work at the Rock in the selected position.

Please thoroughly complete all required items. If you have any questions please feel free to contact a member of the Human Resources Department at 619.226.7625.

May God bless you and guide you during this process.

# Application For Employment

## APPLICANT INFORMATION

Last Name:	First:	Middle:	Date:
List all other names by which you have been known:			
Street Address:		Apartment/Unit #:	
City:	State:	ZIP:	
Home Phone:	Cell Phone:		
Email Address:		Department: <input type="checkbox"/> Rock Church <input type="checkbox"/> Rock Academy	
Position Desired:	Date Available:	Desired Salary:	
Do you desire full time or part time work? <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <i>If part-time, number of weekly hours available to work?</i>			
Days and Hours Available:	Shift(s) available for work: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> On Call <input type="checkbox"/> Weekend <input type="checkbox"/> Any Shift		
Are you legally able to work for any employer in the United States? (If hired, proof of work authorization will be required)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If under 18, do you have a current work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been employed with the Rock?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?                      Under what name?
Do you have any friends or relatives working for the Rock Church and Academy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, state name and relationship:
Can you travel if the job required it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, what is the maximum percentage of travel:                      %
Have you ever been convicted of a crime, including felony or misdemeanor, within the past seven years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, state offense, date and location:
(Note: a conviction will not automatically disqualify you from employment. In answering this question, the following convictions do not require a "yes" response: (1) a marijuana-related misdemeanor conviction that occurred more than two years ago, (2) an offense for which you were referred to, and participated in, a pre or past-trial diversion program, (3) any conviction that has been sealed, expunged or eradicated by order of the court, or (4) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and case has been dismissed by the court.)			
Have you ever been arrested within the last seven years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, state offense, date and location:
Have you been arrested and are currently out on bail on your own recognizance pending trial? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, state the offense and the current status.			

## EDUCATION AND TRAINING

Please indicate the highest educational grade completed:    1  2  3  4  5  6  7  8  9  10  11  12  GED

Technical/Vocational: 1  2     College/Graduate School: 1  2  3  4  5  6  or units completed:

Level	School/Institution	City	State	Degree Received	Course or Major
High School					
GED					
Vocational/ Technical					
Vocational/ Technical					
College/University					
College/University					
College/University					
College/University					

## EDUCATION AND TRAINING (cont.)

License/Certifications/Registrations	Lic/Cert/Reg #	Issue Date MM/YY	Issued By	Expiration Date MM/YY	Issued By State/County

List any scholastic honors, scholarships, publications, professional licenses or certificates earned:

On a scale of 1-5 with **5 being the highest and 1 being the lowest**, please rate your proficiency in the following areas:

Microsoft Applications- Word:                  Outlook:                  PowerPoint:                  Excel:                  Access:

Fellowship One Database:                  Typing:    Beginner                   Intermediate                   Advanced

List other management, office or administrative skills not listed above:

## PREVIOUS EMPLOYMENT

Please complete the following sections starting with your most recent employment include **all** secular and faith-based employment going back **7 years**. Note: A resume of your employment will not be accepted in lieu of completing the employment history section. **All sections must be completed.** Supervisors might be contacted for verification of employment.

Company:		Phone:		Email:	
Address:			Supervisor:		
Job Title:		Starting Salary \$		Ending Salary \$	
Responsibilities:					
From:		To:		Reason for Leaving:	
Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Hours worked per week:	
				May we contact your employer    YES <input type="checkbox"/> NO <input type="checkbox"/>	
If no, please explain why.					

Company:		Phone:		Email:	
Address:			Supervisor:		
Job Title:		Starting Salary \$		Ending Salary \$	
Responsibilities:					
From:		To:		Reason for Leaving:	
Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Hours worked per week:	
				May we contact your employer    YES <input type="checkbox"/> NO <input type="checkbox"/>	
If no, please explain why.					

Company:		Phone:		Email:	
Address:			Supervisor:		
Job Title:		Starting Salary \$		Ending Salary \$	
Responsibilities:					
From:		To:		Reason for Leaving:	
Full-time <input type="checkbox"/>		Part-time <input type="checkbox"/>		Hours worked per week:	
				May we contact your employer    YES <input type="checkbox"/> NO <input type="checkbox"/>	
If no, please explain why.					



**REFERENCES – PROFESSIONAL**

Please list three previous work **supervisors** that we may contact to acquire references regarding your work performance. If you do not have 3 prior supervisors, list co-workers. If you do not have prior work experience, please list teachers or other professional associates.

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

**REFERENCES – MINISTRY RELATED**

Please list three or four current or previous ministry associates that we may contact to acquire references regarding your ministry service.

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

Full Name:	Relationship:
Company:	Phone:
Email Address:	Years Known:

**ADDITIONAL INFORMATION**

Please use this space to provide any additional information concerning your experience or other special qualifications not listed elsewhere in this application:

**PERSONAL RELATIONSHIP WITH JESUS CHRIST**

It is our desire that all employees feel comfortable within the Christian environment that they will find at the Rock Church. Due to the unique nature and purpose of our organization, all employees are required to participate in ministry devotions and prayer. Also, each employee is expected to be able to share with business associates, guests and visitors about his or her experience of having a personal relationship with Jesus Christ. In light of these facts, the following information is required as an occupational qualification.

1. Have you committed to trust and follow Jesus Christ as your personal Lord and Savior? YES  NO  UNSURE

If yes, since when? If no or unsure, please go to question 3.

2. Please give a brief statement of your personal relationship with Jesus Christ and how it began:

3. Do you regularly attend the Rock's Sunday service? YES  NO

4. Do you regularly attend a community group? YES  NO

If yes, provide the leader's information. Name: Phone: Email:

5. If you do not currently attend the Rock, which church do you attend?

Church Name: City & State:

Sr. Pastor: Phone:

6. Please describe any current or previous ministry volunteer experience you have at the Rock or other churches:

## Current Issues Questions

We live in a pluralistic society with many conflicting beliefs and values. Please briefly summarize your personal convictions as a Christian regarding the topics listed below.

### **1. WINE, BEER, AND OTHER ALCOHOLIC BEVERAGES:**

### **2. SMOKING AND CHEWING TOBACCO:**

### **3. MARIJUANA AND OTHER DRUGS:**

### **4. SECULAR MUSIC:**

### **5. LODGES AND SECRET SOCIETIES (I.E. MASONIC LODGE, ETC.):**

**6. PRE-MARITAL SEX:**

**7. DIVORCE AND REMARRIAGE:**

**8. ABORTION:**

**9. HOMOSEXUALITY:**

**10. CREATION AND/OR EVOLUTION:**

**11. DO YOU HAVE A PERSONAL TESTIMONY REGARDING ANY OF THE ABOVE ITEMS THAT YOU WOULD LIKE TO SHARE? (YOU MAY ATTACH AN ADDITIONAL PAGE IF NECESSARY)**



## **Mission, Vision, Values and DNA**

The Rock's Mission, Vision, Values and DNA are listed below. These four areas are vital to our existence and successful completion of the work God has chosen to do through the Rock. We encourage you to visit our website and attend a weekend service, if you have not already done so, to familiarize yourself with the Rock.

Our hiring consideration process is designed to help us place individuals in positions that will enable them to utilize their prior work experience and education, but also their God-given gifts to help us fulfill the Rock's Mission, Vision, Values and DNA.

**Please answer each question and limit your response to a maximum of 250 words per response.** We look forward to receiving your responses and appreciate you taking the time to complete this portion of our application. Please use additional pages if necessary.

### **Mission**

**To save, equip, and send.**

#### **1. HOW DOES THE ROCK'S MISSION CONNECT TO YOUR PERSONAL MISSION?**

### **Vision**

**Pervasive Hope – This means that for every way a person can be lost, we will provide a practical way for them to be found in the very place they have ended up.**

#### **2. HOW DOES THE ROCK'S VISION CONNECT TO YOUR PERSONAL VISION?**

### **Values**

**Our values are those beliefs that we hold most important as we live out the statement of faith. Our Value statement reads as follows:**

**Submitted to Christ**

**Loves, nurtures and values people**

**Attitudes that inspire**

**Warrior Spirit**

#### **3. HOW DO YOU LIVE YOUR LIFE ACCORDING TO THE ROCK'S VALUES?**

## DNA (Distinct & uNique Attributes)

<b>Core Attribute</b>	<b>Underpinnings</b>
<b>Non-Traditional</b>	<b>Alive, out of the box, non-churchy, surprising</b>
<b>Fun</b>	<b>Entertaining, lively, positive, not boring</b>
<b>Young Minded</b>	<b>Contemporary, future-oriented, hip</b>
<b>Passionate</b>	<b>Enthusiastic, high energy, quick/fast</b>
<b>Simple/Direct</b>	<b>Basic, bottom line, down to earth, fearless</b>
<b>Transparent</b>	<b>Honest, no hidden agenda, straightforward</b>
<b>Challenging</b>	<b>Action-oriented, bold, practical, purposeful</b>
<b>Inclusive</b>	<b>Classless, diverse, friendly</b>
<b>My World Centric</b>	<b>Accessible, easy, personal</b>

### 4. THE ROCK DNA (Distinct and uNique Attributes) IF SELECTED FOR THE POSITION, HOW WILL YOU KEEP OUR DNA ALIVE?

**APPLICANT'S CERTIFICATION AND RELEASE OF INFORMATION AUTHORIZATION**

Please read each paragraphs below carefully. If you are selected for an interview, you will be required to initial each paragraph at that time to document your understanding of this information. And, if selected for hire, your commitment to fulfill and sustain these requirements during your Rock employment.

\_\_\_\_\_ I certify that the information given by me in this application, and any resume or other supporting materials, is true and correct to the best of my knowledge and contains no relevant omissions of any kind. I understand that any false or misleading statements or relevant omissions of fact made by me in this Application For Employment, my resume or during the interview or consideration process will disqualify me from employment or, if hired, may result in my termination of employment.

\_\_\_\_\_ I herby authorize the Rock Church and Academy and/or its authorized agents to contact any of my previous employers or to contact schools, companies, corporations, law enforcement agencies, persons and educational institutions, and other relevant organizations to obtain information related to my suitability for employment or continued employment. I authorize the investigation of all statements contained herein and authorize the entities and individuals listed above to give you information concerning my previous employment and any pertinent information they may have regarding my qualifications or suitability for employment. And, I release all parties from all liability for any damages that may result from furnishing information to you.

\_\_\_\_\_ I understand that if hired, I will be required to comply with all of the Rock Church and Academy's policies and procedures. I understand that, with the exception of the At-Will Employment policy, the Rock Church and Academy's policies, procedures and benefits may be changed, modified, deleted or added to at any time at the Rock Church and Academy's sole discretion with or without prior notice. I also understand that this is an application for employment and not an employment contract.

\_\_\_\_\_ If hired, I will be required to submit the applicable documents that will affirm my legal authorization to work in the United States. This verification of eligibility is completed in compliance with the Immigration Reform and Control Act of 1986, which applies to all persons hired with any U.S. employer after November 6, 1986. Upon submission of these documents, I will also be asked to sign an I-9 Employment Verification form indicating that I am a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an alien who is otherwise authorized by immigration laws to obtain lawful employment in the U.S.

\_\_\_\_\_ I understand that nothing contained in this Application For Employment or interview is intended to constitute an agreement or contract between the Rock Church and Academy and me for employment or other benefits. I understand that, if hired, my employment will be at-will, which means that the Rock Church and Academy or the employee end the employment relationship at any time with or without notice and with or without cause.

\_\_\_\_\_ If employed by the Rock Church and Academy in a position that requires the operation of a company owned or leased vehicle, I authorize the Rock Church and Academy to obtain a copy of my motor vehicle record and updated copies as needed for the duration of my employment.

\_\_\_\_\_ I understand this application will be active for a period of 90 days. After that time, if I wish to be considered for employment, I must submit a new application.

In accordance with the Immigration Reform and Control Act of 1986, which prohibits the employment of unauthorized aliens and requires employers to verify the employment eligibility of all new employees, an offer of employment is conditioned upon receipt from the employee of the I-9 Employment Verification form required by the U.S. Department of Justice within three days of employment. That includes evidence of personal identity and of authorization to work in the United States. Failure to submit such proof within the required time will result in the termination of your employment.

If you receive an offer of employment, are you able to provide the required documentation to prove your eligibility to work legally in the U.S. (i.e., U.S. citizen, permanent U.S. resident or possess a valid Visa that documents your current eligibility for U.S. employment)?  
YES  NO

The Rock Church & Academy are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, sex, national origin, age or any other protected status in accordance with all applicable federal laws. When necessary, the Church also makes reasonable accommodations for disabled employees. This policy shall not be construed as the Church's waiver of any exemptions permitted to it under the "ministerial exemption" and/or "religious entity exemption" under applicable state and federal law, including California's Fair Employment and Housing Act ("FEHA") and Title VII of the Civil Rights Act of 1964.

**ACKNOWLEDGMENT**

Signature:

Date:

# Application For Faculty Employment Addendum

## APPLICANT INFORMATION

Position Desired:

I have a valid Teacher Credential  Yes  No

If yes, please indicate state, credential type:

Check all that apply:  Professional  Clear, Standard, General  Preliminary  Intern  Pre-Intern  Emergency

Check all that apply:  Multiple Subject (Elementary)  Single Subject, list subject  30 day Substitute

Check all that apply:  CBEST  MSAT  RICA  CSET  PRAXIS/SSAT – list subject(s)

I hold a valid ACSI Teaching Certification  Yes  No

Check one:  Temporary  Standard  Professional  Lifetime **ACSI credential expiration date:**

## QUESTIONNAIRE (PLEASE RESPOND TO THE FOLLOWING QUESTIONS)

Briefly describe your commitment to and growth in the Christian faith. Please include why you feel led to teach at the Rock Church and Academy.

Relate one experience that illustrates your passion for this subject/position and what uniquely qualifies you for this position.

The Rock Church and Academy values the integration of Christianity into the daily experience of each student. Please briefly describe how you might facilitate that integration, when appropriate, in your subject area.

Please briefly describe the most dynamic learning situation you have personally encountered and why you consider it so (either for your own benefit or of your own making).

## STUDENT TEACHING EXPERIENCE:

Transcripts of all college and university work are required before hiring process is complete.

District (city/state)	Subject(s)	Dates (from-to)	Grade Level	Master Teacher	College Supervisor

## TEACHING EXPERIENCE UNDER CONTRACT: (LIST CURRENT EXPERIENCE FIRST – DO NOT LIST SUBSTITUTE TEACHING)

District (city/state)	Subject(s)	Dates (from-to)	Grade Level	Supervisor	Reason For Leaving

(Signed if Selected For Interview) Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application For Coach Employment Addendum

**QUESTIONNAIRE (PLEASE RESPOND TO THE FOLLOWING QUESTIONS)**

Briefly describe your commitment to and growth in the Christian faith. Please include why you feel led to teach at the Rock Church and Academy.

Relate one experience that illustrates your passion for athletics or something that uniquely qualifies you for this position.

The Rock Church and Academy values the integration of Christianity into the daily experience of each student. Please briefly describe how you might facilitate that integration, when appropriate, in your coaching.

Please briefly describe your coaching philosophy and the most dynamic athletic situation you have personally encountered and why you consider it so (either for your own benefit or of your own making).

**COACHING EXPERIENCE: (LIST MOST RECENT POSITION FIRST)**

Company	Position Held	Dates (from-to)	Job Description	Reason For Leaving