



Dear Servant of the Lord,

Thank you for your interest in employment with the Rock Academy. 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, 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 (must be completed by all applicants).
2. Resume (list last ten years of employment experience)
3. College Transcripts (if applicable for the position)

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

1. Depending on the Rock Academy's operational needs, an HR Representative prescreens applications and selects candidates to participate in 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 & in-person interviews.
3. Once a final applicant has been selected and a conditional offer has been made, the Rock Academy will make every effort to notify the remaining applicants who were selected as part of the interview 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 Academy'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.



# Rock Academy Employment Application

## 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			
Position Desired:	Date Available:	Hourly/Salary Desired:	
Do you desire full time or part time work?    Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Substitute <input type="checkbox"/> Coach <input type="checkbox"/> Summer <input type="checkbox"/>			
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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, state name and relationship:
Have you ever been convicted of a criminal offense? (Applicable to a felony or serious misdemeanor)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<p>(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.)</p>			
If yes, below state nature of the crime(s), when and where convicted, and disposition of the case.			

## 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:

APPLICANT INFORMATION	
I have a valid Teacher Credential	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate state, credential type:
Check all that apply:	Professional <input type="checkbox"/> Clear, Standard, General <input type="checkbox"/> Preliminary <input type="checkbox"/> Intern <input type="checkbox"/> Pre-Intern <input type="checkbox"/> Emergency <input type="checkbox"/>
Check all that apply:	Multiple Subject (Elementary) <input type="checkbox"/> Single Subject, list subject <input type="checkbox"/> 30 day Substitute <input type="checkbox"/>
Check all that apply:	CBEST <input type="checkbox"/> MSAT <input type="checkbox"/> RICA <input type="checkbox"/> CSET <input type="checkbox"/> PRAXIS/SSAT – list subject(s) <input type="checkbox"/>
I hold a valid ACSI Teaching Certification	Yes <input type="checkbox"/> No <input type="checkbox"/>

STUDENT TEACHING EXPERIENCE					
Transcripts of all college and university work are required as part of the hiring process.					
District (city/state)	Subject(s)	Dates (from-to)	Grade Level	Master Teacher	College Supervisor

PREVIOUS EMPLOYMENT		
Please complete the following sections starting with your most recent employment include <b>all</b> secular and faith-based employment going back <b>7 years</b> . Note: A resume of your employment will not be accepted in lieu of completing the employment history section. <b>All sections must be completed.</b> Supervisors might be contacted for verification of employment.		
Employer:	Phone:	Email:
Address:	Supervisor:	
Job Title:		
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:	
Employer:	Phone:	Email:
Address:	Supervisor:	
Job Title:		
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:	
Employer:	Phone:	Email:
Address:	Supervisor:	
Job Title:		
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:	

**PREVIOUS EMPLOYMENT (cont.)**

Employer:	Phone:	Email:
Address:		Supervisor:
Job Title:		
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:	

Employer:	Phone:	Email:
Address:		Supervisor:
Job Title:		
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:



**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 hereby authorize the Rock 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 Academy's policies and procedures. I understand that, with the exception of the At-Will Employment policy, the Rock Academy's policies, procedures and benefits may be changed, modified, deleted or added to at any time at the Rock 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 Academy and me for employment or other benefits. I understand that, if hired, my employment will be at-will, which means that the Rock 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 Academy in a position that requires the operation of a company owned or leased vehicle, I authorize the Rock 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 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 Rock Academy also makes reasonable accommodations for disabled employees. This policy shall not be construed as the Rock Academy'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: \_\_\_\_\_