Solid Rock Christian Academy

Date: _____

Thank you for your interest in employment at Solid Rock Christian Academy (SRCA). Please complete the form below and we will contact you if we would like to proceed with the interview.

IMPORTANT Every employee of SRCA must read and agree to abide by the Solid Rock Christian Academy Staff Code of Conduct found below. Please review this agreement carefully, and if you agree to be held to this Code of Conduct, should a position be offered to you, proceed to the application. You will be asked to indicate your acceptance of this conduct agreement.

Staff Code of Conduct

I recognize that the position God has placed me in is a symbol of faith and should reflect my commitment to Jesus Christ. Therefore, there are areas of conduct that I will not violate. These include, but may not be limited to:

Please initial on each line to show that you have read and understand each statement.

_____ I will be faithful in church attendance and actively involved in my church.

_____ I will maintain the heart, attitude, and actions of a servant of Christ.

_____ I will never make inappropriate remarks or advances that could be construed as sexual harassment.

_____ In this technological generation, I understand that my online presence also reflects my Christian character. I will therefore maintain a high Christian standard in dealing with my online presence.

Notice of Nondiscrimination

Employment at Solid Rock Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. SRCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with SRCA's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

I have read and agree to be held to the tenets of Solid Rock Christian Academy Staff Code of Conduct, should a position be offered to me.

Signature _____ Date: _____

Employment Application

First Name _____ M.I. _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Gender: Male ☐ Female ☐

Email _____

If you have ever used a name other than the one listed above, please provide:

_____

Please select all social media platforms that you use or have used previously.

Facebook☐ Instagram ☐ Twitter ☐ Snapchat ☐ Other ☐

OR I do not use or have never used social media ☐

Facebook Name _____

Instagram Username _____

Twitter Handle _____

Snapchat Username _____

Other Usernames _____

Date of Birth Date of Birth (Month/Date/Year): _____

Are you a United States citizen or alien legally authorized to work in the United States? Yes ☐ No ☐

Have you ever been convicted of, or plead guilty or no contest to, a crime other than a minor traffic violation, or are you now under charges of any criminal offense? A criminal conviction will not necessarily disqualify you from consideration of employment. Yes ☐ No ☐

List each country and state of residence for the past 5 years. Please include the number of residential addresses in each country or state, if more than one is listed. Please attach the requested information on addition paper if you need more space than what is provided.

#1 Residential Address (PO Box or Street)

City State Zip

Dates to

#2 Residential Address (PO Box or Street)

City State Zip

Dates to

What type of job commitment are you seeking? Full time ☐ Part time ☐ Occasional ☐ Volunteer ☐

What position(s) are you interested in? Select all that apply.

Teacher ☐ Administrator ☐ Office Staff ☐ Other:

Teacher's Aide ☐ Substitute ☐ Volunteer ☐

Are you able to perform the essential functions of the position for which you are applying? Yes ☐ No ☐

If you selected administrator, do you have an administrative certificate or license? Yes ☐ No ☐

If you selected teacher, do you have a bachelor's degree or higher? Yes ☐ No ☐

Which grade(s) are you interested in teaching? K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Do you have or have you had a teaching license? (not required) Yes ☐ No ☐

If yes, Grade-level / area(s) of certification

Identify the highest level of education completed

Name of High School attended and graduation date

Please list the name of any colleges attended, specific degree(s) earned, and graduation date(s).

College Name

Degrees Earned Dates to

*If you need to list the information of other colleges, please attach information on a separate sheet.

List any additional training or experience you have had that qualifies you for the position you are seeking. Include any license or certificate.

What church do you currently attend?

How long have you attended?

How many times per month do you attend your current church?

1-2 ☐ 3-4 ☐ 5-6 ☐ 7-8+☐

Besides the church you are currently attending, please list your 2 previous churches and addresses, if applicable, and the date range you attended.

#1 Church Name

Church Address

City State Zip

Dates to

#2 Church Name

Church Address

City State Zip

Dates to

Identify your past 6 years of employment history: Please list your current or last employer, address including street, city, state, and zip, position, Supervisor or contact person, phone number of contact person, dates of employment at each location, and reason for leaving.

#1 Employer Name

Employer Address

City State Zip

Phone Number Dates to

Reason for leaving:

#2 Employer Name

Employer Address

City State Zip

Phone Number Dates to

Reason for leaving:

*If you need to list additional employers from the last 6 years, please attach the requested information on a separate sheet.

Please provide the name of a Professional Reference (not related to you) including full address, phone number, and email address.

Reference Name

Employer Address

City State Zip

Phone Number Email

Please provide a current pastoral reference (not related to you) who is well acquainted with you, including full address, phone number, and email.

Reference Name

Employer Address

City State Zip

Phone Number Email

Preferred Method of Contact: Phone Call ☐ Text ☐ Email ☐

Any Additional Comments:

The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired. I authorize my references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any individual employer, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not including record custodians, both collectively and individually, and whether or not identified in this application from any and all liability for damage of whatever kind of nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, except only the communication of knowingly false information. I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. A facsimile, online form or photocopy of this authorization shall be as valid as the original. Do you agree to this authorization?

I agree ☐ I do not agree ☐

I waive any right that I may have to inspect any information provided about me by any person or organization described above. Should any application be accepted, I agree to be bound by the bylaws and policies of the ministry, and to refrain from any conduct in violation of the teaching of this ministry.

I agree ☐ I do not agree ☐

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the organization for either employment or in any benefit. I further understand that a criminal records check may be conducted on me, and I consent to any such check. I have read and understand the above provisions and agree to them. This is a legal document and I understand that I have the opportunity to consult an attorney before signing.

I agree ☐ I do not agree ☐

Signature: _____ Date: _____

Please attach a one page essay describing your salvation testimony including time and place of salvation.

Please attach a resume and photo.

Please attach your college transcripts or high school transcript (if you do not possess a college transcript).

If you are applying for a teaching/administration position, please attach your college transcript and any teaching certificates/administration certificates.

Return to Solid Rock Christian Academy, 2645 White Drive, Batesville, AR 72501 or
email admin@solidrockchristian.academy.