



LIVING ROCK

— A C A D E M Y —

Application for Non-Instructional Position

Dear Applicant:

We appreciate your interest in employment with Living Rock Academy. We invite you to complete this application and return it to our office or mailing address. If an opening occurs for which you may qualify, we will contact you to arrange an interview and contact your references.

We believe that a key to a successful Christian school is the quality of the staff. We are seeking applicants who are professionally qualified, who are dedicated to Christ, children, and academic excellence, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

Living Rock Academy
2500 Bulverde Road
Bulverde, TX 78163 830-387-2929
Email: info@livingrockacademy.com

Please provide the following items to ensure your application packet is complete:

- Completed Application for Employment to Living Rock Academy
- Current Resume
- Completed Spiritual Life Questionnaire
- Statement of Faith
- Signed Professional Code of Conduct
- Signed Criminal History Affidavit
- Applicant's Certification and Agreement
- Signed Hiring Affidavit; TEA regulation

Living Rock Academy believes that each individual is entitled to equal employment opportunity without regard to race, color, gender, religion*national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti discrimination laws.

*The school reserves the right to use religion as a hiring criterion for all positions, due to the mission and nature of our school as a faith based institution, as permitted by law.

Personal Information

Name _____ Date _____

E-mail _____ Phone _____

Address _____ SSN _____

Marital Status:

- Single
- Married
- Separated
- Divorced
- Remarried

Spouse's:

Name _____ Employer _____

Children:

Name(s)/Age(s) _____

Position Applying For: _____

Do you have the ability to perform the job applied for with or without reasonable accommodations?

- Yes
- No

Educational Background

Did you graduate from High School?

- Yes
- No

Do you have a college degree?

- Yes
- No

If you graduated from college please give school and degree earned?

Statement of Faith

What church do you currently attend? _____

Please provide a statement of your Christian salvation experience and daily walk with Jesus.

Certifications/Training/Skills

Do you have any certifications or special training skills that would be beneficial to the position in which you are applying? Are you proficient with Google Suite, software applications (e.g.-Excel), computer systems, and/or other forms of technology? Do you feel proficient to use these in completing the daily tasks for the position for which you are applying? Please elaborate.

References

List below at least three people, non-related, who will testify to your character and work ability:

NAME	POSITION	EMAIL ADDRESS	PHONE NUMBER

MISSION STATEMENT

LRA seeks to provide students with a challenging, innovative and Christcentered education with the goal of preparing LRA students for God's intended purpose.

VISION STATEMENT

The vision of Living Rock Academy is to positively impact culture by promoting truth and advancing the Christian faith. We will teach our students how to grow spiritually and produce fruit by practicing intimacy with God through prayer, worship, and the study of His word. We will practice actively loving others with the grace shown to us by Christ Himself. We will equip our students with fearless faith for the purpose of serving and leading with excellence, and to be the salt and light to the world. By using technology in an innovative and dynamic way in all of our academic, spiritual and extracurricular programs, LRA will prepare our students for the years to come. Through our master plan, we will work toward the goal of providing the best possible campus experience for all of our students and families.

STATEMENT OF FAITH

We believe....

....the Bible to be the inspired, the only infallible, authoritative word of God.

....there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

....in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death and through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

....that all men everywhere are lost and face the judgment of God, that Jesus Christ is the only way to salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit.in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.in the spiritual unity of all believers in our Lord Jesus Christ.

By signing below, I acknowledge that I have read and understand the principles of the Mission Statement, the Vision Statement, and the Statement of Faith of Living Rock Academy. I understand that, as an applicant for a position in this organization, I represent the school to others and that my life should reflect the principles upon which the school operates.

Signature

Date

PROFESSIONAL CODE OF CONDUCT

Because Living Rock Academy is committed to the teachings and principles of the Bible, its Personnel (for purposes of this Code, Personnel means the Board of Directors, the Administrative Staff, the Faculty and all other individuals, whether employees or volunteers, who are required to affirm their commitment to the School's Mission Statement, Vision Statement, and Statement of Faith) must be held to a higher standard of conduct. It is understood that there must be a direct relationship between what LRA Personnel believe and the way that LRA Personnel behave. While it is hoped that LRA Personnel will voluntarily refrain from any illegal, unethical, or immoral act that would bring disgrace to their fellow workers, embarrassment to the school, or reproach to the name of the Lord Jesus Christ, employment/service at LRA is undergirded by the admonition to conduct oneself in accord with the teachings of Jesus Christ, to abide by rules relating to Christian behavior, and to subscribe to the Mission Statement, Vision Statement, and Doctrinal Statement as a condition of service.

The ideas contained in the Professional Code of Conduct are intended to define the high behavioral standards that can reasonably be expected when parents entrust their children to leaders of a Christian school.

LRA Personnel will:

- ❖ not engage in acts of immorality (e.g., adultery, fornication, homosexuality or other acts of sexual perversion) [1 Corinthians 6:9-10, Hebrews 12:16]
- ❖ not engage in acts of profanity or obscenity, either in word or deed [Matthew 15:18-19, Ephesians 4:29]
- ❖ not use, sell, or distribute illegal drugs or abuse prescription drugs [Romans 13:12, 1 Corinthians 6:19]
- ❖ not use tobacco or consume alcohol on campus and will act responsibly when off campus as it relates to these products [Ephesians 5:18, 1 Corinthians 8:9]
- ❖ not initiate a divorce proceeding against his/her spouse except for reasons of adultery or abandonment, or remarry unless consistent with Scriptural principles [Matthew 5:32, 1 Corinthians 7:10-15]
- ❖ not directly or indirectly counsel, cause, or facilitate the abortion of a preborn baby unless, in the opinion of a doctor who is not primarily in the business of performing abortions, such a procedure is necessary to save the life of the mother [Jeremiah 1:5, Psalm 139:13-16]
- ❖ not, either as an individual or as a member of a group, engage in activities which might be viewed as divisive, professionally or ethically questionable, or harmful to the ministry of the school, including participating in any groups or organizations whose beliefs are contrary to the Purpose Statement of the school, Vision Statement of the school, or the Statement of Faith of the school [Romans 15:5, 1 Corinthians 1:10]

Violation of any provision of the Professional Code of Conduct will jeopardize the employment or volunteer relationship and may result in censure, probation, or termination.

I have read, understand, and agree to abide by the provisions of the Professional Code of Conduct.

Signature Date

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand the Living Rock Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, age, gender, qualified disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local antidiscrimination laws.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Living Rock Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a background check by the TXDPS Crime Records Service. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information is unfavorable, that it could reflect adversely on the school; that it could damage my ability to serve as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant's Signature	Date
	Date of birth
Applicant's Name (Please Print)	
	Social Security Number

CRIMINAL HISTORY AFFIDAVIT

I affirm that I have never been convicted of any of the following offenses involving children in Texas or any similar offense in any other jurisdiction:

- 1. Rape (TX Penal Code Title 5, Ch. 22.011)
- 2. Child Sexual Abuse/Molesting/Solicitation (TX Penal Code Title 5, Ch. 21.02)
- 3. Child Exploitation (TX Penal Code Title 5, Ch. 21 22)
- 4. Incest (TX Penal Code Title 5, Ch. 22.011)
- 5. Sexual Battery (TX Penal Code Title 5, Ch. 22.011)
- 6. Statutory Rape (TX Penal Code Title 5, Ch. 22.011)
- 7. Indecent Exposure (TX Penal Code Title 5, Ch. 21.08)
- 8. Vicarious Sexual Gratification (TX Penal Code Title 5, Ch. 21)
- 9. Domestic Violence (TX Penal Code Title 5, Ch. 22.01)

Furthermore, I also affirm that I have never been charged with any of the crimes listed above or any similar offense in any jurisdiction.

Signature

Date

For Office Use Only

For Office Use Only

Elementary Major(s): _____

Secondary Major(s): _____

Comments:

Reference Requested: _____ Reference Returned: Yes No

Approved: _____ Date: _____

Letter Sent/Applicant Notified: _____

Date: _____