

How to apply for a Lifeguard Position at Rockwall ISD

Now starting at \$12.50 per hour

1. Please visit www.rockwallisd.com, click employment, then current opening or scan the QR code below:



2. Click "Click to view current job openings."
3. Under Location, click AQUATICS and then click search for posted positions.
4. Click the box located under Apply for LIFEGUARD. Then click Apply for selected position.
5. Create a profile and enter in all your information. VERY IMPORTANT: CHOOSE AN EMAIL ADDRESS THAT YOU CHECK OFTEN. THIS IS HOW HR WILL CONTACT YOU REGARDING YOUR APPLICATION! Do NOT use your school email address.
6. Click through and fill out as much information as possible and submit your application. Please list the following as your references:
 - a. Stacey Harbin – Stacey.Harbin@rockwallisd.org
 - b. Shannon Putchinski – Shannon.Putchinski@rockwallisd.org
 - c. Tom Applegate – Tom.Applegate@rockwallisd.org
7. VERY IMPORTANT: ALL OF YOUR REFERENCES MUST RESPOND BEFORE YOU CAN PROCEED TO THE NEXT STEP!!!! You can check this by clicking references and viewing the status. If it does not say complete, it is not complete. You must wait until the status of your references are listed as COMPLETE in your application.
8. ONCE ALL YOUR REFERENCES ARE COMPLETE, contact the front office (rockwallswimoffice@gmail.com) and send a picture of your social security card and state issued ID (driver's license or learners permit or valid passport). If your references are not complete, your application will bounce back to us from HR. You want to avoid this situation. The office will complete their recommendation for hire paperwork and submit it to HR. A week from Reco for hire you should receive an email from HR with instructions on how to get your fingerprints taken. If you have not received an email from HR regarding background check within 2 weeks, notify the front office via email: rockwallswimoffice@gmail.com. READ THE INSTRUCTIONS VERY CAREFULLY. YOU MUST LET HR KNOW WHEN YOUR APPOINTMENT IS FOR THE BACKGROUND CHECK.
9. Once you have had your fingerprints taken and your background check is approved, you will receive another email from HR with instructions on how to fill out all your new employee paperwork online. This paperwork includes a Direct Deposit form. Every RISD employee is strongly encouraged to sign up for Direct Deposit. You will receive the funds in your account sooner than waiting for your paper check to come via snail mail. You can fill out the new employee forms and email them in to HR yourself or bring them by the office and we will scan and send in for you.
10. HR will notify us that your forms are complete and you are ready to work. You will schedule a new lifeguard orientation by emailing Stacey.Harbin@rockwallisd.org.

If you have any questions regarding this process, please email rockwallswimoffice@gmail.com