

Randolph Central School – Coaching Application

Please return your application to the High School Office.

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Randolph Central School
 18 Main St., Randolph, NY 14772
 (716) 358-6161
Application for Coaching Position

Directions:

1. Please fill out this entire application in detail.
2. Be sure you have received three (3) reference forms along with this application form. Give one form to each of your references to complete. All three (3) forms must be returned to the school in a timely fashion in order for your application to be considered.
3. Do not use relatives for references.

Date of Application _____

I would like to coach the following sport(s): _____

Name _____

First	Middle	Last
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Address _____

Number	Street	City	State	Zip Code
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Home Telephone () _____ Social Security Number _____ / _____ / _____

Work Telephone () _____ NYS Retirement Number _____
(If you have one)

Do you have a valid First Aid Card? _____ Yes _____ No
If Yes, a copy must be attached.

Have you ever been granted a license to coach in New York State? _____ Yes _____ No
If Yes, a copy must be attached.

Required Coaching Courses: Please list the following information for each of the required courses that you have taken. You will have to provide verification for each course you list:

Name of Course	Location/Organization	Date Taken
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Employment / Coaching Experience

Start with your present or last job. Include Volunteer & Coaching activities. Exclude organization names which indicate race, color, religion, gender, national origin or sexual orientation.

1. Employer _____ Telephone () _____
Address _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: Starting _____ Final _____
Work Performed _____
Job Title _____ Supervisor's Name _____
Reason for leaving _____
2. Employer _____ Telephone () _____
Address _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: Starting _____ Final _____
Work Performed _____
Job Title _____ Supervisor's Name _____
Reason for leaving _____
3. Employer _____ Telephone () _____
Address _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: Starting _____ Final _____
Work Performed _____
Job Title _____ Supervisor's Name _____
Reason for leaving _____
4. Employer _____ Telephone () _____
Address _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: Starting _____ Final _____
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EDUCATION

	Elementary	High School	Technical/ College/Univ.	Graduate/ Professional
School Name:				
Circle Years Completed:	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Diploma/Degree:			
Describe Course of Study:			

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment, coaching and/or other experience.

Describe any Specialized Training, _____

Coaching, and Extra- _____

Curricular Activities _____

Honors Received: _____

State any additional information you feel may be helpful to us in considering your application. You may attach additional information to this application.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

I understand that a physical examination may be required for employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the District.

Signature of Coaching Applicant

The Randolph CSD advises students, parents, employees and the general public that it offers equal employment and educational opportunities, including vocational education opportunities, without regard to gender, race, creed, religion, sexual orientation, military status, color, national origin, veteran status, disability, predisposing genetic characteristics, use of recognized guide dog, hearing dog or service dog, domestic violence victim status, marital status, ancestry, or age. Mr. Charles Shevlin, School Business Executive, is the Title IX Officer, Mrs. Kourtney Almeida, Director of Pupil Services, is the Title IX and Section 504 Compliance Officer, Randolph Central School, 18 Main St., Randolph, NY 14772, 716/358-6161.

**Randolph Central School
Randolph, NY 14772**

Reference Form – School Coach

Name of Coaching Applicant: _____

The above named person has applied for a position as _____ with the **Randolph Central School District**. It is understood that you may have knowledge of the character, qualifications, and fitness of the person named above for this position. We request that you complete this form, answering all of the questions below and on the reverse side as fully and specifically as possible. The information you furnish will be held strictly confidential. Thank you for completing this form immediately upon its receipt and please return it at once.

1. Approximately how long have you known this applicant? _____

2. Have you ever worked with the applicant? _____ Yes _____ No

a. If yes, give company name and address: _____

b. Dates: From _____ To _____

c. What was his/her job during that period? _____

3. Please check the qualifying term which most nearly expresses your opinion with respect to the applicant's character and reputation:

_____ Outstanding _____ Good _____ Satisfactory _____ Poor

4. Would you employ him/her as a _____ Yes _____ No

5. Are you related to the applicant? _____ Yes _____ No

If yes, state relationship _____

6. To your knowledge has he/she ever been discharged or has he/she resigned from any employment after being told his/her conduct or work was not satisfactory?

_____ Yes _____ No

If yes, please give:

a. Name and address of employer: _____

b. Reason for discharge or resignation: _____

7. Do you know of any physical impairment of the applicant which would interfere with performance of his/her duties as a _____?

_____ Yes _____ No

If yes, please describe: _____

8. Do you know of any arrests or convictions of the applicant?

_____ Yes _____ No

If yes, please describe: _____

9. How would you characterize the applicant's response to other people?

(Check as many items as necessary.)

_____ Likeable _____ Friendly _____ Hard to get to know
_____ Easy going _____ Serious _____ Easily annoyed
_____ Inclined to argue

10. How does the applicant react to children? (Check as many items as necessary.)

_____ Easy going _____ Firm but fair _____ Easily annoyed _____ Do not know
_____ Friendly _____ Would command respect _____ Difficult to control temper

11. Would you like to have your children attend a school at which the applicant worked? ___Yes___No

12. Which of the following best describes the applicant's attitude toward work?

_____ Has a tendency to try to avoid work.
_____ Generally does just enough to get by.
_____ Occasionally shows some initiative toward work.
_____ Generally enjoys working, wants to be productive.
_____ Do not know.

13. How would you characterize the applicant's ability to work cooperatively in a group?

_____ He/She usually works best alone.
_____ He/She has problems working with others.
_____ He/She can work either alone or in a group without problems.
_____ He/She works best in a group situation.
_____ Do not know.

14. Do you know of any reason that the applicant would not be a suitable person to serve as a

_____? _____ Yes _____ No

If yes, explain: _____

15. Remarks: (Give any additional information which may assist us in determining the suitability of this person for the position of _____.)

I hereby certify that I have known the applicant whose name appears on the form, and that the answers to the above questions with respect to him/her are true to the best of my knowledge and belief.

Signature

Name (please print)

Telephone Number

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Signature

Name (please print)

Telephone Number

APPLICANT CONSENT TO INVESTIGATE AND DISCLOSE DATA

I, _____ (print name), hereby grant permission to the Randolph Central School District, to contact and investigate my former and current employers, and all other pertinent parties, including but not limited to educational institutions where I enrolled, to fully investigate my background.

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal conviction, driving record, previous employers and educational institutions, personal references, professional information, and without limitations hereby releases the school district and the reference source from any liability with its release or use.

I hereby affirm that the information set forth in this application is complete, accurate and true to the best of my knowledge. I further affirm that I have read the completed application and have not withheld any information or response to any questions. I understand and agree that any misrepresentation or omission of fact on this application or during the interview process, regardless of when discovered, may result in the refusal of employment, or if I have already been employed, constitute cause for my immediate termination. References and personal information which became part of this record are to be regarded as confidential and will not be revealed to me.

I hereby indemnify, release and forever discharge and hold the Randolph Central School District and its officers, agents and employees, as well as all third parties supplying such information, harmless from any and all claims, demands, judgment and legal fees arising out of or in connection with this investigation, the results, or any lawful use of the results or disclosure thereto.

I will be able, if hired, to certify that I am authorized to work in the United States of America and understand in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

In the event that I am employed, I agree to conform to the district rules and regulations.

Pursuant to New York State Law, I agree to sign any additional forms of consent and/or to undergo any additional procedures required by either the District, NYSED, NYS DCJS or the FBI to effectuate a criminal record background check. If I have not already been fingerprinted through NYSED, Randolph Central School will provide the fingerprint instructions. I understand that I am responsible to get my fingerprint clearance and pay the fee required by NYSED.

This employment application will be valid for twelve (12) months from the date that it is completed.

SIGNATURE OF Coaching APPLICANT

PRINTED NAME OF Coaching APPLICANT

DATE: _____