



# KUTZTOWN AREA SCHOOL DISTRICT

Human Resource Office  
 251 Long Lane Rd  
 Kutztown, PA 19530  
 610-683-7361  
 610-683-7230 - Fax

## COACHING APPLICATION

**NOTE: Application must be completed in Black INK. An incomplete application may be rejected.**

Applicant Information			
Last Name	First	M.I.	Today's Date
Street Address		PO Box/Apt	
City	State	ZIP	
Phone	E-mail Address		
Coaching Position Desired		Choose One: Paid Coach <input type="checkbox"/> or Volunteer Coach <input type="checkbox"/>	
Do you have the legal right to work in the U.S. and can you provide evidence of that right? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you previously worked for this District? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Education	
Did you graduate from high school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did you graduate from college/technical school?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree/Certificate:
Other	

References (knowledge of your coaching qualifications)		
<i>Please list three references.</i>		
Full Name	Relationship	Company
Address	Phone ( )	
City, State, Zip		
Full Name	Relationship	Company
Address	Phone ( )	
City, State, Zip		
Full Name	Relationship	Company
Address	Phone ( )	
City, State, Zip		

**Coaching Experience** (List last 3 positions, beginning with your current coaching experience)

Sport	Level
Where?	Year's Coached

Responsibilities

From	To	Reason for Leaving
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Sport	Level
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Where?	Year's Coached
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Responsibilities

From	To	Reason for Leaving
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Sport	Level
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Where?	Year's Coached
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Responsibilities

From	To	Reason for Leaving
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**Sports Participation**

Sport	School
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Level	Letters Earned
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Sport	School
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Level	Letters Earned
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Sport	School
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Level	Letters Earned
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**Additional Experience**

List any additional experiences that enhance your capabilities as a coach:

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**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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**ACT 151 (PA Child Abuse History Clearance)**

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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**ACT 114 OF 2006 (Federal Criminal History Record)**

Each candidate must submit with his/her employment application a copy of an official Federal Criminal History Record stating that no record exists. This record cannot be more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

**GENERAL BACKGROUND INFORMATION**

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction, provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors

Conviction is an adjudication of guilt and convictions resulting from a plea of "nolo contendere" (no contest) and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation. You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Have you ever been convicted of a felony or misdemeanor?	___	Yes	___	No
Have you ever forfeited bond or collateral in connection with a criminal offense?	___	Yes	___	No
Within the last ten years, have you been fired from any job for any reason?	___	Yes	___	No
Within the last ten years, have you quit a job after being notified that you would be fired?	___	Yes	___	No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet and include your social security number.**

## DISCLAIMER AND SIGNATURE

I hereby authorize Kutztown Area School District to contact school, college, employment and all other sources for the purpose of investigating and verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information as may be requested by the Kutztown Area School District.

I authorize investigation of all statements contained in this application, and I certify that any and all information, which I have set forth in this application, is true and accurate to the best of my knowledge.

I understand the application must be completed thoroughly. If it is not thoroughly completed, it may jeopardize my employment with the district.

I understand that I must submit a Report of PA Criminal Record (Act 34), a Child Abuse History (Act 151), and a Federal Criminal History Record (Act 114) upon any offer of employment.

I understand that any offer of employment is contingent upon receiving a physical examination, including TB test, prior to beginning duties. Only paid coaches will need a physical examination completed. Paid and volunteer coaches will need the TB test.

Successful candidates for the position must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Human Resource Office of any and all reasonable accommodations that will be required at the time of the application.

If this application leads to employment, I understand that misrepresentation, misleading, or omitted information in my application or any interview is grounds for my dismissal from employment.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Interview Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Outcome/Comments:

\_\_\_\_\_  
\_\_\_\_\_

## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

*Kutztown area School District does not discriminate in our educational programs, activities or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school district. EOE*

Revised 10/06/2010