



**WALK ON COACH- Athletics**  
**APPLICANT PRE-EMPLOYMENT CHECKLIST**

*MANDATORY items required at the time of processing*  
*Processing hours 9:00 -1:00 a.m., Monday thru Friday*  
*Fingerprints fees: \$84.00*

**Requirements**

- Tuberculosis (TB) Test Results** - Provide TB Certificate of clearance by skin test or Adult Tuberculosis Risk Assessment Questionnaire by a physician on initial appointment (Note: TB clearance must be renewed every 4 years as a condition of continuing employment); TB clearance must be ISSUED WITHIN 60 DAYS PRIOR TO YOUR START DATE. Please have the results with you.
- Government Issued ID** - (*Military ID, Driver's License*)
- Social Security Card** – (*Must be the original document*). If you do not have a Social Security Card, please bring proof from the Social Security Office that a new card has been requested. If social security card indicates that you need your Immigration and Naturalization Services (INS) card, please bring your INS card with you.
- Permanent Resident Card (PRC) or Employee Authorization to Work Card (EAD)** - (*If applicable*). If you have become a US Citizen bring your US Passport.
- Fingerprints** - Will be taken after your orientation is complete. You CANNOT work until fingerprints clear. (*Fingerprints by appointment, 2:00–4:00 p.m.*)

**Certificates**

- CPR Card for Infant/Adult/Child** - (*Valid for 2 years, no online certification accepted*)
- Concussion in Sports** - (*Valid for 2 years*)
- Fundamentals of Coaching** - (*Lifetime*)
- Sudden Cardiac Arrest** - (*Valid for 2 years*)
- Heating Illness Prevention** - (*Lifetime*)
- Mandated Reporting Child Abuse Training** - (*Annual training*)  
<http://abuse.keenan.safeschools.com/register/151f397d>
- Must be 21 years old or older to coach**

**Certificates for Football Coaches ONLY**

- Blocking, Tackling and Equipment Fitting** - (*Annual training*)