



# HR 2019-20 NEW PAID WALK-ON COACH

## ATHLETICS APPLICANT PRE-EMPLOYMENT CHECKLIST

*MANDATORY items required at the time of processing*

*Paperwork Processing hours 9:00am -3:30pm Monday thru Friday*

*Fingerprints Processing hours 9:00am -3:30pm, Fingerprints fees: \$84.00*

### Requirements

**Tuberculosis (TB) Test Results** - Provide an Adult Initial TB Risk Assessment Questionnaire with the Adult Certificate of Completion signed by a Physician, Physician Assistant, Nurse Practitioner, Registered Nurse or School Nurse if no risk factors are identified. If risk factors are identified, a TB skin test needs to be performed and a Certificate of Completion needs to be provided once the Physician, Physician Assistant, Nurse Practitioner, Registered Nurse or School Nurse performing the examination determines that the individual is free from TB. (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. Please bring the new card in to be copied for your file when you receive it. 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.

**Must be 21 years old or older to coach**

**Required Certificates for all Coaches EXCEPT Football Coaches** *(Football Coach requirements are listed below):*

<input type="checkbox"/> <b>Adult and Pediatric First Aid/CPR/AED Card</b> - <i>(Valid for 2 years, no online certification accepted)</i>	<input type="checkbox"/> <b>Coaching Ed Class Part 1 Classroom Only</b> - <i>(Lifetime)</i> <input type="checkbox"/> <b>Fundamentals of Coaching Part 2 Online</b> - <i>(Lifetime)</i>
<input type="checkbox"/> <b>Sudden Cardiac Arrest</b> - <i>(Valid for 2 years)</i> <input type="checkbox"/> <b>Concussion in Sports</b> - <i>(Valid for 2 years)</i> <input type="checkbox"/> <b>Heating Illness Prevention</b> - <i>(Lifetime)</i>	<input type="checkbox"/> <b>Annual Employee Notifications</b> - <i>(Annual training)</i> <a href="https://www.sandi.net/staff/human-resources/annual-employee-notifications">https://www.sandi.net/staff/human-resources/annual-employee-notifications</a>

**Required Certificates for Football Coaches ONLY** *(completion includes NFHS Heads Up Certification):*

<input type="checkbox"/> <b>Adult and Pediatric First Aid/CPR/AED Card</b> - <i>(Valid for 2 years, no online certification accepted)</i>	* <input type="checkbox"/> <b>Coaching Ed Class Part 1 Classroom Only</b> - <i>(Lifetime)</i> * <input type="checkbox"/> <b>Fundamentals of Coaching Part 2 Online</b> - <i>(Lifetime)</i>
<input type="checkbox"/> <b>Annual Employee Notifications</b> - <i>(Annual training)</i> <a href="https://www.sandi.net/staff/human-resources/annual-employee-notifications">https://www.sandi.net/staff/human-resources/annual-employee-notifications</a>	* <input type="checkbox"/> <b>Sudden Cardiac Arrest</b> - <i>(Annual training)</i> * <input type="checkbox"/> <b>Concussion in Sports</b> - <i>(Annual training)</i> * <input type="checkbox"/> <b>Heating Illness Prevention</b> - <i>(Annual training)</i>
	* <input type="checkbox"/> <b>Blocking, Tackling and Equipment Fitting</b> - <i>(Annual training)</i>

\*For NFHS football certification, the Athletic Office monitors the starred items above annually, all other items are monitored by the school site/HR