

CLASSIFIED

VOLUNTEER

CERTIFICATED



Tustin Unified School District

Walk-on Coach

Application for Employment

POSITION: _____

SITE: _____

_____ Last Name _____ First Name _____ Middle Initial _____

Address: _____ Number/Street _____ City _____ State _____ Zip _____

(____) _____ Home (____) _____ Cell # _____ Email _____

IMPORTANT: Your application will not be processed unless this section is completed

Have you ever been convicted of a felony or misdemeanor, other than a conviction related to marijuana if it is more than two years after the date of conviction, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury.

Yes _____ No _____

If "Yes" list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c) on a "Police Record Data Form", which is available from Personnel Services.

If you are NOT a United States Citizen, do you have permission to work in the United States from the U.S. Immigration and Naturalization Service? If employed, you will be required to submit proof of your permission to work.

Yes _____ No _____

EDUCATION: Check the appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Highest grade or educational level achieved: _____

Foreign Languages: _____ Speak Understand Read Write

As a condition of employment, you will be required to be fingerprinted, sign a loyalty oath, produce evidence that you are free of active, tuberculosis, and submit proof of your legal right to work in the United States.

Activity Supervisor Clearance Certificate (ASCC)

Effective 7/1/10 compliance with AB1025 requires that all prospective employees who are volunteering or applying for employment for a classified coaching position who **DO NOT** have an active, valid teaching credential obtain an Activity Supervisor Clearance Certificate (ASCC) through the California Commission on Teaching Credentialing (CTC). You may apply for this certificate prior to your employment fingerprints. However, if the District receives a reply from DOJ that disqualifies you from employment the CTC fees cannot be refunded.

SEE REVERSE SIDE

LIST LAST OR CURRENT EMPLOYER:

From:	To:	Total Yrs:	Title:
Employer's Name, Address, and Telephone			Duties Performed
Supervisor's Name and Title			
Reason for Leaving			Number Supervised
Salary per Month: Starting _____ Final _____			

List examples of how your past experience pertains to the position for which you are applying?

EMPLOYEE REFERENCE INFORMATION

Name of First Reference: _____ Title: _____

Organization: _____ Phone Number: _____

Your Relationship to this Reference: _____

Name of Second Reference: _____ Title: _____

Organization: _____ Phone Number: _____

Your Relationship to this Reference: _____


I hereby certify that all statements in this application are true and complete to the best of my knowledge and belief. I understand that any false statements may subject me to qualification or dismissal.

Signature: _____ Date: _____

NEW As of
03/01/16

Pre-Employment Checklist

DO NOT coach BEFORE COMPLETING PROCESS

- PLEASE READ** THE ENTIRE CHECKLIST BEFORE MAKING ANY CALLS Use this checklist until you are hired
- TURN IN YOUR COMPLETED APPLICATION PACKET TO THE ATHLETIC DIRECTOR**
Return the completed *Walk-On Coach Application* and *Employment Agreement* to the Athletic Director. He will send your packet to the District. Robin in Personnel will call you to set up an appointment. Her phone is (714) 730-7301 ext. 353.
- DISTRICT REQUIRED FINGERPRINTS (Livescan)**
Do not come to the District without an appointment – you will be asked to return to the school to see the Athletic Director. When you come to your appointment at the District (300 South C Street, Building A) to pick up the forms you will be given directions as to how to have your fingerprints taken at Scooters (360 E. 1st Street, Tustin, CA 92780). Save the 8 ½ x 11 NCR fingerprint receipt you are given after fingerprinting and bring it to your final District appointment (Orientation) for reimbursement. **When the fingerprints have cleared Personnel will contact you with further directions.**
- COMPLETE ACTIVITY SUPERVISOR CLEARANCE CERTIFICATE - ASCC**
If you **do not** hold an active, valid teaching credential you must apply to the California Commission on Teacher Credentialing (CTC) for an ASCC (both volunteer and paid coach). The ASCC fees are not reimbursed by the District.
- You may get BOTH sets of fingerprints taken at the same time – STATE required (ASCC) and DISTRICT required FINGERPRINTS**
- Go to the CTC website: www.ctc.ca.gov (using Mozilla Firefox as a browser is highly recommended by CTC). Please turn off your blockers (set your web browser to Always accept pop-ups from the websites: www.ctc.ca.gov and www.educator.ctc.ca.gov). Select “SERVICES FOR EDUCATORS”.
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1. Select “**Apply for a New Document**” under the picture of the clipboard. Click on the “**Submit an Online Application**” button, then the “**Submit Your Application Online**” button.
2. Enter Social Security Number and Date of Birth then “**OK**”. Then repeat the process.
3. Click the “**Create Person**” button and enter your full legal name, current email, phone number(s) and insert “**Orange**” as your county of employment. If correct click “**Save**”.
4. Move down to the address section. Click “**New**” and add your address, and then “**Save**”. Click the “**Next**” button to continue.
5. Toward the bottom of the page under “**Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate**” click the “**Create New**” button.
6. In the first drop down windows select “**Certificate of Clearance/Activity Supervisor Clearance Certificate**” under the “**General Application Category**”, and select “**Activity Supervisor Clearance Certificate**” in the second. You can print the fingerprint form from this screen, or we can give it to you at the District. Click “**Next**” in the bottom right corner.
7. Answer the “**Professional Fitness Questions**” selecting “**Next**” to each one. Certify that all statements are true and enter the City, County, State, and Country. Check that you agree and acknowledge fees are non-refundable. Click “**Process Payment**” and wait until a new screen pops up where you can enter your payment information. Print a copy of the receipt.
8. Get fingerprints done at Scooters (360 E. 1st Street, Tustin, CA 92780)
- TB - MANATOUX SKIN TEST**
You must present proof of TB clearance within the last 60 days at your orientation. If you need a referral, the District Receptionist can give that to you when you pick up fingerprint information from the District. This test will be at the prospective employees’ cost.
- CPR/FIRST AID CERTIFICATION** (ONLINE COURSE **NOT** ALLOWED) - Bring certification to Orientation
- DRIVER’S LICENSE** – Bring original to Orientation
- SOCIAL SECURITY CARD** (Not required for volunteer) - Bring original to Orientation
- EMPLOYMENT PACKET** (Not required for volunteer) - Complete and bring original to Orientation

CLASSIFIED REFERENCE REPORT #2

Candidates Name: _____ Date: _____

Name of Reference: _____ Title: _____

District/Organization: _____

- 1) What is your work relationship with the candidate? _____

- 2) Please describe the candidate's position and responsibilities in your organization: _____

- 3) What were the candidate's greatest strengths? _____

- 4) Did the candidate ever let you down in a significant way? _____
- 5) How would you describe the candidate's relationship with co-workers and ability to work on a team?

- 6) How would you rate the candidate's promptness and attendance? Excellent Above Average Fair Poor
- 7) Describe (candidate's) ability to handle pressure? Can you give me an example? _____

- 8) *[If (candidate) supervised/managed any employees, then ask:]* How would you describe her/his supervisory/management skills? _____
- 9) Why did the candidate leave? Was she/he not asked back? _____
- 10) Is there anything we have not discussed which I should know about the candidate? _____

- 11) Would you rehire this person if you had the opportunity? _____

Reference checked by:

Administrator's Signature: _____ **Date:** _____