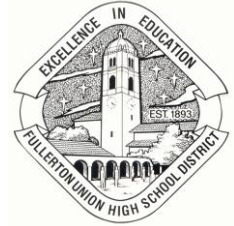


Fullerton Joint Union High School District

1051 W. Bastanchury Road, Fullerton, CA 92833

Hiring Protocol for Coaches



Name: _____ Fall _____ Winter _____ Spring _____ Summer _____
(Print)

Sport: _____ Campus: _____

Paid: _____ or Volunteer: _____ Previous (Circle) Employee or Volunteer - When? _____

Head Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

AP/SA Signature: _____ Date: _____

Hiring Protocol/Steps

1. Head Coach will make the preliminary selection and recommendation to the Athletic Director (AD) regarding the selected recommended candidate.

Once the AD approves and signs-off:

2. The prospective candidate is given the FJUHSD Pre-Employment Questionnaire (reference and reference waiver forms) which must be completed prior to meeting with the Assistant Principal, Student Affairs (AP/SA).
3. The candidate then meets with AP/SA, who will review the paperwork and forward the completed and signed Reference Check forms along with the "Hiring Protocol for Coaches" form also (appropriately signed by Head Coach and AD) to HR.

After step #3 has been completed, the candidate THEN proceeds to step #4.

4. The candidate will be directed (by appt) to Human Resources (HR), at the Educational Center, and will *hand carry* a copy of this form to HR. Remainder of paperwork is given to the candidate in HR.
5. The AP/SA and Athletic Director/Head Coach will receive notification from HR, with this form attached, once the candidate has been **cleared** to work.
6. The AP/SA notifies the cleared coach to schedule an appointment with the Principal for *final approval and signature*. (AP/SA forwards clearance form to Principal.)

Principal Signature: _____ Date: _____

7. The Principal releases the Clearance Form to the coach to give to the head coach enabling him to begin coaching.

Classified Human Resources: Carrie Montoya: 714-870-2930

10-10-12 JC/lp/cm

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

Human Resources to complete:
 F/P clr rec'd _____
 CA Drv Lic # _____
 CDL Exp: _____

VOLUNTEER ASSISTANCE REQUEST

Employee **Yes** **No**

Print/Type: _____
Name of Volunteer Campus/Location

Dates: _____ to _____

Name of **Sport** or **Activity**: _____ New Volunteer? **Yes** **No**

Sponsoring Staff Member: _____

Duties to be performed (This must be filled in or your form will be incomplete and returned):

<p>• <u>The Fingerprint Clearance form must be obtained from Human Resources.</u></p>	<p><input type="checkbox"/> Overnight Field Trip Chaperone DOB: _____ (Must fill-in) <i>Administrative Regulation AR6560.2(a):</i> <u>Volunteer must be at least 25 years of age</u> Volunteer form Fingerprint clearance</p>
<p><input type="checkbox"/> Volunteer Coach Volunteer form Fingerprint clearance Complete coaching requirements: TB test CPR First Aid Title V training CIF-NFHS Certificate Concussion and Heat training References</p>	<p><input type="checkbox"/> Volunteer Volunteer form Fingerprint clearance TB test Acceptable Use of Technology form CA driver's license Emergency Information form References</p> <p><input type="checkbox"/> Parent Classroom/Day Time Field Trip Volunteer Volunteer form Name of student: _____ (Must fill-in student name)</p>

Please respond to the following items:

Have you ever been convicted of any sex or drug offense? **If the answer is 'yes,' please write a complete explanation on reverse side.** Yes No

Are you presently free from any communicable disease which could readily be transmitted in a school environment, such as but not limited to tuberculosis, hepatitis, etc.? Yes No

Please list names and telephone numbers of two individuals to be contacted in the event of an emergency while you are rendering volunteer services

 Name Relationship () Telephone

 Name Relationship () Telephone

continued on reverse side

Please list names, addresses, and telephone numbers of at least three local references who will verify your good character and suitability for providing volunteer services in a school environment:

Please describe any employment or volunteer service you have rendered which would assist you as a volunteer in a school environment:

I understand that volunteers are not compensated, and that I may only provide assistance under the **direction and supervision of a teacher/coach** employed by the Fullerton Joint Union High School District.

I further understand that if I am issued any District property during my service, the property will be returned to the Principal/designee at the end of the term of my volunteer service.

I understand that my volunteer services are at the discretion of the Board, through its designee, the site principal, and that my services may be terminated at any time. I also understand that I must re-apply annually (every July 1st).

Signature of Volunteer Date

Street Address

City, ZIP Code ()

Telephone

References Verified: Yes No

Signature of Principal/Designee Approval Date

COMMENTS

Please write additional information in this space:

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
AUTHORIZATION FOR REFERENCE CHECK/WAIVER AND RELEASE OF CLAIMS

To Whom It May Concern:

I have applied to the Fullerton Joint Union High School District (FJUHSD) for volunteer or employment consideration. In order for the FJUHSD to better evaluate my professional qualifications and personal abilities, I am fully authorizing that any and all of my personal or professional information that you may be aware of or have any official or unofficial record of, whether sealed by agreement or order, be disclosed to the representative of the FJUHSD who is requesting this information.

I am fully releasing the holder and bearer of this waiver and the entire entity for whom they are employed, and specifically the FJUHSD, and its employees from any and all liability or recourse I may have under the law as result of the information they obtain and the hiring or volunteer placement decision that they make. **It is my intention for the FJUHSD to be fully advised of my performance, discipline record, and personal qualities or concerns.**

I give the FJUHSD the right to investigate all personal and professional references that they deem prudent in order to secure sufficient reference information about me. I also authorize all persons, institutions, organizations and companies to freely furnish any and all information, whether sealed by agreement or order, sought in the above reference verification and I waive any legal requirement to provide notice to me regarding any reports, personnel records or disciplinary information given or received in accordance with this authorization.

I hereby release and hold harmless the FJUHSD, its agents, employees, Trustees, and assigns from any claim of liability that I may have against it either currently or in the future for decisions, even if adverse, arising out of information received in response to the above reference verification.

I further hereby authorize any person or entity to whom this written authorization for reference verification is presented, to release any information required therein to FJUHSD, its agents, employees, or assigns. I further agree to hold harmless any person or entity from any claims of liability I may have against him/her or the entire entity for whom they are employed for the release of such information, and waive and release any such legal claims that I currently or in the future may have.

A copy of this form shall serve in the same capacity as the original.

My signature below confirms that I have read and understand each of the above statements.

Name of Applicant (Print): _____

Signature of Applicant: _____

Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Pre-employment Questionnaire

NAME: _____

Please answer each question by circling either Yes (Y) or No (N) and place your initials next to each number below after you have read each question. Be aware that if there are any willful misrepresentations, omissions or falsifications in answering the following questions it would be cause for an employment offer to be retracted or dismissal from employment.

1. Y / N Have you ever had a driver's license from any state suspended or revoked?
2. Y / N Have you ever received a negative job performance evaluation?
3. Y / N Do you currently own or operate a private business?
4. Y / N Have you ever been terminated (fired) from any position (job)?
5. Y / N Have you ever been asked to resign from any position?
6. Y / N Have you ever resigned to avoid being fired, had a negotiated resignation, or resigned while under suspension or while disciplinary action was pending from any employer?
7. Y / N Have you ever had a probationary period at any position that you have worked extended for any reason?
8. Y / N Have you ever been the subject of a job related investigation or complaint?
9. Y / N Have you ever been demoted by any employer?
10. Y / N Have you ever received job related discipline that resulted in unpaid leave?
11. Y / N Have you ever had a pay raise delayed or withheld due to performance?
12. Y / N Have you ever left a job without giving proper notice?
13. Y / N Have you ever been disciplined by an employer?
14. Y / N Do you have reason to believe that any of your past or present employers will give you an unfavorable recommendation?
15. Y / N Have you ever been informed by a previous employer that you were not eligible to be rehired?
16. Y / N Have you ever been counseled or disciplined for abuse of your paid leave time or excessive tardiness by any employer?
17. Y / N Have you ever been convicted or plead guilty to any criminal offense (crime)?
18. Y / N Have you ever been reported, to any state, county, or municipal agency for causing injuries or abuse to a person under the age of 18?
19. Y / N Have you ever furnished alcohol to a minor not in your custodial control?
20. Y / N Have you ever been the defendant of a civil restraining or stalking order?
21. Y / N Have you ever given or displayed pornographic material to anyone under the age of 18 years?

My signature indicates that I have read and understood each question and I have truthfully answered each question above.

Signature: _____ Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
References

NAME OF APPLICANT: _____

Home Phone () _____ Cell Phone () _____

POSITION APPLIED FOR: _____

Name of Supervisory Reference: _____
(Direct supervisor, teacher, coach, etc.)

Reference's Title: _____

Reference's Company: _____

Telephone Number: _____

Dates of Employment: From: _____ To: _____
(month/year) (month/year)

Name of Supervisory Reference: _____
(Direct supervisor, teacher, coach, etc.)

Reference's Title: _____

Reference's Company: _____

Telephone Number: _____

Dates of Employment: From: _____ To: _____
(month/year) (month/year)

Name of Supervisory Reference: _____
(Direct supervisor, teacher, coach, etc.)

Reference's Title: _____

Reference's Company: _____

Telephone Number: _____

Dates of Employment: From: _____ To: _____
(month/year) (month/year)

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Reference Check Worksheet

Name of Applicant: _____

Position Applied For: _____

Name of Reference: _____

Supervisory Reference: _____
(Direct supervisor, teacher coach, etc.)

References' Title: _____

Reference's Company: _____

Telephone Number: _____

Stated Dates of Employment: From: _____ To: _____
(month/year) (month/year)

Verified Dates of Employment: From: _____ To: _____
(month/year) (month/year)

What position did the applicant hold with your company? _____

1. Y N Did the applicant perform their duties satisfactorily?
2. Y N **Did the applicant ever receive a negative job performance evaluation?**
3. Y N Did the applicant get along well with coworkers and supervisors?
4. Y N **Has the applicant ever been terminated from any previous position?**
5. Y N **Has the applicant ever been asked to resign from any position?**
6. Y N Did the applicant respond well to criticism or interpersonal conflict?
7. Y N **Did the applicant ever have a probationary period extended for any reason?**
8. Y N **Has the applicant ever been the subject of a job related investigation or complaint?**
9. Y N **Has the applicant ever been demoted by any employer?**
10. Y N **Has the applicant ever received job related discipline that resulted in unpaid leave?**
11. Y N **Has the applicant ever had a pay raise delayed or withheld due to performance?**
12. Y N **Did the applicant leave a position without giving proper notice?**
13. Y N **Was the applicant ever disciplined as an employee?**
14. Y N Do you consider the applicant to have been an honest and truthful employee?
15. Y N **Is the applicant eligible to be rehired?**
16. Y N **Was the applicant ever counseled or disciplined for abuse of their paid leave time or for excessive tardiness?**
17. Y N Did the applicant follow-through on assignments in a timely manner?
18. Y N Were there any incidents of dishonesty, insubordination or threatening behavior?
19. Y N Were there any incidents involving improper use of company e-mail or internet?

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Reference Check Worksheet

Name of Applicant: _____

Position Applied For: _____

Name of Reference: _____

Supervisory Reference: _____
(Direct supervisor, teacher coach, etc.)

References' Title: _____

Reference's Company: _____

Telephone Number: _____

Stated Dates of Employment: From: _____ To: _____
(month/year) *(month/year)*

Verified Dates of Employment: From: _____ To: _____
(month/year) *(month/year)*

What position did the applicant hold with your company? _____

1. Y N Did the applicant perform their duties satisfactorily?
2. Y N **Did the applicant ever receive a negative job performance evaluation?**
3. Y N Did the applicant get along well with coworkers and supervisors?
4. Y N **Has the applicant ever been terminated from any previous position?**
5. Y N **Has the applicant ever been asked to resign from any position?**
6. Y N Did the applicant respond well to criticism or interpersonal conflict?
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17. Y N Did the applicant follow-through on assignments in a timely manner?
18. Y N Were there any incidents of dishonesty, insubordination or threatening behavior?
19. Y N Were there any incidents involving improper use of company e-mail or internet?

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Reference Check Worksheet

Name of Applicant: _____

Position Applied For: _____

Name of Reference: _____

Supervisory Reference: _____
(Direct supervisor, teacher coach, etc.)

References' Title: _____

Reference's Company: _____

Telephone Number: _____

Stated Dates of Employment: From: _____ To: _____
(month/year) (month/year)

Verified Dates of Employment: From: _____ To: _____
(month/year) (month/year)

What position did the applicant hold with your company? _____

1. Y N Did the applicant perform their duties satisfactorily?
2. Y N **Did the applicant ever receive a negative job performance evaluation?**
3. Y N Did the applicant get along well with coworkers and supervisors?
4. Y N **Has the applicant ever been terminated from any previous position?**
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17. Y N Did the applicant follow-through on assignments in a timely manner?
18. Y N Were there any incidents of dishonesty, insubordination or threatening behavior?
19. Y N Were there any incidents involving improper use of company e-mail or internet?

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Reference Check – Signature Page

NAME OF APPLICANT: _____

My signature below indicates that I did conduct a pre-employment (volunteer or paid) reference verification on the above mentioned candidate. I understand that failing to properly verify a candidate's pre-employment or volunteer reference information or falsifying that I did verify a candidate's reference information is grounds for disciplinary action which may include termination of my employment.

Reference information verified by:

Name: _____ Title: _____ Date: _____

I have reviewed the reference check information and have met with the applicant. My signature below indicates that I recommend the applicant for the position that they applied for with the FJUHSD.

Principal/Director: _____ Date: _____

Notes: