Wilmington Area School District

300 Wood Street New Wilmington, PA 16142 (724) 656-8866 www.wasd.school

Brendan Hathaway HS Principal, Ext. 1010 **Brandy Sanford**

Athletic Director, Ext. 1050

Coach Employment Packet

Enclosed in this packet are required documents for applicants seeking employment as a Coach in the Wilmington Area School District. Once you receive <u>all</u> of your clearances, return your completed Employment Packet and your **original** clearances to the Superintendent's Office. All employees must be approved by the Board of School Directors.

As of January 1, 2015, PDE requires that all clearances must be renewed every five years.

Coach Position (Check all that apply)

Position: Head Coach Assistant C		Assistant Coac	nch Volunteer Coach					
Level:	Varsity	Junior Varsity		Other		(list grade level)		
Sport:	Tennis Football Boys' Track	Golf Girls' Soccer Girls' Track	Girls' Volleyball Boys' Soccer Cross Country	Gi	oys' Basketball irls' Softball neerleading	Girls' Basketball Boys' Baseball		
Applicant La	ast Name:			First N	ame:			
Phone:			E-mail Address:					
Coaching Application Act 34 (PA Criminal Background Check) Act 151 (PA Child Abuse Check) FBI Fingerprint Report Arrest/Conviction Report & Certification For			Act 168 (Sexual Misconduct/AbuseDisclosure) Mandated Reporter School Personnel Health Record TB Test					
			(For Office Use C	Only)				
Received By:			Da	ate Received:_				
	ent To:			ate Sent:				
Additional Co	omments:							

Wilmington Area School District

300 Wood Street New Wilmington, PA 16142 Telephone: (724) 656-8866 FAX: (724) 946-8982 www.wasd.school



Date

Coaching Application

Please print.

Last Name		First Name			Middle Name		
Present Address	5		City		State	Zip	
Permanent Add	ress		City		State	Zip	
Home Phone			Cell Ph	one			
Employmen	t Desired (Plea	se check all that a	oply)				
Position:	Head Coach	Assista	ant Coach Volu	unteer Coach			
Level:	Varsity	Junior	· Varsity Oth	er		(list grade level)	
Sport:	Tennis	Golf	Girls' Volleyball	Boys' Bas	sketball	Girls' Basketball	
	Football	Girls' Soccer	Boys' Soccer	Girls' Sof	tball	Boys' Baseball	
	Boys' Track	Girls' Track	Cross Country	Cheerlea	ding		
	·		·				
Coaching Ex	perience (Star	t with most rece	nt coaching experienc	e.)			
Date mm/dd/yyyy	School Distr	ict (City/State)	Supervisor & Pho	no #	oaching osition	Reason for Leaving	
From							
То							
From							
То							
From							

References (Give below the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

(continued on other side)

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_	u	u	La		u	

	Name & Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
	ol Serviceoin National Guard or Reserves Religion (Hobbies)			
Former Employe	ers (List below last three employers, star	ting with last o	one first.)	
Date mm/dd/yyyy	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
То	_			
From				
То				
From				
То				
in the administration of any	gton Area School District not to discriminate on the basis of roof its educational programs and activities in accordance with ure, contact Mr. Brandon Phillian, Wilmington Area School Di	applicable federal st	atutes and regulations.	For information about your
I authorize investiga of facts called for is o	tion of all statements contained in this applic cause for dismissal.	ation. I unders	tand that misrepr	esentation or omissio
Applicant's Signature	e		Date	
Interviewed by	DO NOT WRITE BELO		Date	
nemarks.				

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list <u>all</u> 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 <u>not</u> a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

<u>Criminal Offense</u> includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

<u>Conviction</u> is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: <u>minor</u> 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.

Were you ever convicted of a criminal offense?	Yes	No
Are you currently under charges for a criminal offense?	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
Are you subject to any visa or immigration status, which would prevent lawful employment?	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.

Applicant's Printed Name	_ Date_
Applicant's Signature	Date

CLEARANCE DIRECTIONS

Act 34 - PA Request for Criminal Records

1. https://epatch.state.pa.us/

- 2. Select "Submit a New Record Check" or "New Volunteer Record Check"
- 3. Accept Terms and Conditions
- 4. Select "Individual Request" and 'Continue"
- 5. Fill out the application
- 6. Once completed, click your Control Number hyperlink (R99999999), then click the "certification form" to view your record
- 7. Print & Save your certificate to submit to Comply(employees) or Volunteer Application

Act 151 - Child Abuse History Clearance

1. www.compass.state.pa.us/cwis

- 2. You will need to create an Individual Account *Be sure to save this information, you will need it to log in and print your certificate after completion
- 3. Check your email for a confirmation-There will be a temporary password sent to you
- 4. Reopen website from link in email
- 5. Go to "Individual Login"
- 6. Click "Access My Clearances" and fill out the clearance application
- 7. *Make sure you provide the correct "purpose for clearance" (Ex: Volunteer, employment)
- 8. Print & Save your certificate to submit to Comply(employees) or Volunteer Application

Act 114 - FBI Fingerprint Federal History

(*If you are a 10-year PA resident wanting to volunteer you can fill out the Act 24 form instead)

- uenroll.identogo.com You must register online before going to a fingerprint site.
- 2. Enter Service code: **1KG6XN** (code for PA school district employment)
 - a. To get Volunteer Service Code: 1-877-371-5422 or RA-PWCPSLQUESTIONS@pa.gov
- 3. Schedule or Manage Appointment
- 4. Complete the form and print it out. It has your confirmation number that you will need to have your fingerprints scanned.
- 5. Bring form to location and have fingerprints scanned
- 6. Keep receipt with Identification # (UEID) to submit to Comply(employees) or Volunteer Application

Act 126 - Mandated Reporter

- 1. www.reportabusepa.pitt.edu
- 2. Create an account
- 3. Complete the online training
- 4. Print & Save your certificate to submit to Comply(employees) or Volunteer Application

An Equal Rights and Opportunities School District

Cost: \$22.00

Volunteers: FREE

Cost: \$13.00

Volunteers: FREE

Cost: \$25.25E/\$23.25V

Cost: FREE

COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (Pursuant to Act 168 of 2014)

Instructions

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to Act 168 of 2014, to be used by school entities and independent contractors of school entities and by applicants who would be employed by or in a school entity in a position involving direct contact with children to satisfy the Act's requirement of providing information related to abuse or sexual misconduct. As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law ("CPSL"), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in SECTION 1 of this form and complete a written authorization that consents to and authorizes the disclosure by the applicant's current and former employers of the information requested in SECTION 2 of this form. The applicant shall complete one form for the applicant's current employer(s) and one for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children (therefore, the applicant may have to complete more than one form). Upon completion by the applicant, the hiring school entity or independent contractor shall submit the form to the applicant's current and former employers to complete SECTION 2. A school entity or independent contractor may not hire an applicant who does not provide the required information for a position involving direct contact with children.

Relevant Definitions:

Direct Contact with Children is defined as: "the possibility of care, supervision, guidance or control of children or routine interaction with children."

Sexual Misconduct is defined as: "any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designated to establish a romantic or sexual relationship with the child or student. Such acts include, but are not limited to: (1) sexual or romantic invitation; (2) dating or soliciting dates; (3) engaging in sexualized or romantic dialogue; (4) making sexually suggestive comments; (5) self-disclosure or physical exposure of a sexual, romantic or erotic nature; or (6) any sexual, indecent, romantic or erotic contact with the child or student."

Abuse is defined as "conduct that falls under the purview and reporting requirements of the CPSL, 23 Pa.C.S. Ch. 63, is directed toward or against a child or a student, regardless of the age of the child or student."

Please Note

A prospective employer that receives any requested information regarding an applicant may use the information for the purpose of evaluating the applicant's fitness to be hired or for continued employment and shall report the information as appropriate to the Department of Education, a state licensing agency, law enforcement agency, child protective services agency, another school entity or to a prospective employer.

If the prospective employer decides to further consider an applicant after receiving an affirmative response to any of the questions listed in SECTIONS 1 and 2 of this form, the prospective employer shall request that former employers responding affirmatively to the questions provide additional information about the matters disclosed and include any related records. The <u>Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request</u> can be used to request this follow-up information. Former employers shall provide the additional information and records within 60 calendar days of the prospective employer's request.

The completed form and any information or records received shall not be considered public records for the purposes of the Act of February 14, 2008 (P.L. 6, No. 3) known as the "Right to Know Law."

The Department of Education shall have jurisdiction to determine willful violations of Act 168 and may, following a hearing, assess a civil penalty not to exceed \$10,000. School entities shall be barred from entering into a contract with an independent contractor who is found to have willfully violated the provisions of Act 168.

COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (under Act 168 of 2014)

(Hiring school entity or independent contractor submits this form to ALL current employer(s) and to former employer(s) that were school entities and/or where the applicant had direct contact with children)

N		
Street Address:		
City, State, Zip:		
Telephone Number:	Fax Number:	Email:
Contact Person:		Title:
quested in SECTION 2 of thi	is form within 20 calendar days	employment with your entity. We request you provide the informal required by Act 168 of 2014.
quested in SECTION 2 of thi	s form within 20 calendar days	as required by Act 168 of 2014.
quested in SECTION 2 of thi ECTION 1: APPLICANT CE AS NO CURRENT OR PRIO	S form within 20 calendar days RTIFICATION AND RELEASE (R EMPLOYMENT TO DISCLOS	as required by Act 168 of 2014. TO BE COMPLETED BY THE APPLICANT EVEN IF THE APPL
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Pursuant to Act 168, an employer, school entity, administrator, and/or independent contractor that provides information or records about a current or former employee or applicant shall be immune from criminal liability under the CPSL, the Educator Discipline Act, and from civil liability for the disclosure of the information, unless the information or records provided were knowingly false. Such immunity shall be in addition to and not in limitation of any other immunity provided by law or any absolute or conditional privileges applicable to such disclosure by the virtue of the circumstances of the applicant's consent thereto. Under Act 168, the willful failure to respond to or provide the information and records as requested may result in civil penalties and/or professional discipline, where applicable.

Yes	No	Been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?						
Yes	No	separated from employment wh	n-renewed, asked to resign from employment, resigned from or otherwise file allegations of abuse or sexual misconduct were pending or under the or findings of abuse or sexual misconduct?					
Yes	No		or certificate suspended, surrendered or revoked while allegations of abusing or under investigation or due to an adjudication or findings of abuse					
my know required disciplin the Educ requeste any and	vledge. I und, shall subject to and in subject to and in cator Disciplined in SECTIO all liability of	derstand that false statements hereing to the to criminal prosecution under including, termination or denial of emp to Act. I also hereby authorize the about N 2 of this form and any related recor	statements made in this form are correct, complete, and true to the best not including, without limitation, any willful failure to disclose the information 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and soloyment, and may subject me to civil penalties and disciplinary action undove-named employer to release to the entity listed on page 3, the information of the information of the properties of the properties of the party vendors may be solosure or release of records. I understand that third party vendors may be the control of the properties of the properties of the party vendors may be the properties of the p					
Signatur	e of Applican	t	 Date					
EMPLO DIRECT	YER(S) AND CONTACT V	ALL FORMER EMPLOYERS THA VITH CHILDREN)	FICATION (TO BE COMPLETED BY THE APPLICANT'S CURRENT T WERE SCHOOL ENTITIES AND/OR WHERE THE APPLICANT HA					
		of Applicant:	Contact telephone #:					
To the b	est of your kn	owledge, has Applicant ever:						
Yes	No		exual misconduct investigation by any employer, state licensing agency, la ective services agency (unless the investigation resulted in a finding that the					
Yes	No	separated from employment wh	n-renewed, asked to resign from employment, resigned from or otherwise ile allegations of abuse or sexual misconduct were pending or under or findings of abuse or sexual misconduct?					
Yes	No		e or certificate suspended, surrendered or revoked while allegations of abusing or under investigation or due to an adjudication or findings of abuse					
			urrently exists regarding the above questions. I have no knowledge ant that would disqualify the applicant from employment.					
Former	Employer Rep	presentative Signature and Title	Date					
Return	all completed	d information to:						
		endent Contractor:						
Addres	s:		Phone:					
City:		State: Zip:	Fax: Email:					
Contac	t Person:		Title:					
Date Fo	rm Received:		Received by:					

Have you (Applicant) ever:

SCHOOL PERSONNEL HEALTH RECORD (FOR USE AFTER OFFER OF EMPLOYMENT HAS BEEN MADE)

I. INFORMATION

School Position Offe	ered						
ast Name	First		MI	5	Sex	Date of Birth	
Home Phone			Cell Phor	ne	Wor	k Phone	
Mailing Address: Street			City		State	Zip	
Emergency Contac	et						
Name:		Relationship):				
Address:							
Геlephone number: Home)		(Work)			(Cell)		
VACCINI Check appropri]		: Month, Day, unization DC	, and Year OSE Was Given		
Diphtheria, Tetanus with Per ☐Td ☐TdaP	rtussis	2	<u> </u>	3	4 5		
Hepatitis B	1	2		3			
Measles-Mumps-Rubella (M	IMR)	2		Rubella Serology	/Date/Titer		
				Mumps disease d Measles Serology	iagnosed by a physician: Date/Date/Titer	e	
Varicella ☐ Vaccine ☐ Disc ☐ Serology Date: Neg/Pos		2					
		2					
Influenza	1	2		3			
Influenza II. TUBERCULOS	S SKIN TEST	I	ng require		ons of the Departme	nt of Health)	
Influenza	I	I			ons of the Departmen MANUFACTURER / LOT # / EXP DATE	nt of Health) SIGNATURE	

IGRA TEST RESULTS

Heart – Murmur, etc... Lungs – Adventious Findings

DATE COLLECTED	TEST NAME (QFT-GIT, T- SPOT, etc)	POSITI	VE NE	GATIVE	INDETERMINATE	QUANTITATIVE RESULT
	,					
DATE TEST COMPL	ETED			SIGN	NATURE	
reviously known/new	positive reactors:					
Chest X-ray: Attach a copy of the re	Date:	Results:	Other:	h a copy of the	Date: report.)	Results:
Preventive Anti-Tuberc	ulosis Chemotherapy	ordered: No)	Yes Dat	te:	_
F SIGNIFICANT REA S CURRENTLY FREI				PROVIDER RE	EPORT MUST STATE	THAT THE APPLICAN
V. MEDICAL CON			76 V7 V7 1			
Allergies		es No	If Yes, Expla	ain: 		
Asthma		Ī <u> </u>				
Cardiac		□				
Chemical Dependency		<u> </u>				
Orugs		<u> </u>				
Alcohol		╣ ╟——				
Diabetes Mellitus Gastrointestinal Disorde		╣ ├┤───				
Hearing Disorder		┤ ├ ┤─ ─				
Typertension		╡ ├┤──				
Veuromuscular Disorde		i H <u></u>				
Orthopedic Condition		i H				
Respiratory Illness	<u></u>	i i——				
eizure Disorder		j <u>–</u> —				
kin Disorder]				
Vision Disorder	<u></u>]				
Other (Specify)	_]				
V. PHYSICAL EXA	AMINATION (*)	NORMAL	ABNORMAL	NOT EXAMINED	СО	MMENTS
Height (inches)						
Weight (pounds)						
Pulse						
Blood Pressure						
Hair/Scalp						
Skin				1	1	
Skin Eyes – Visual Acuity: RI	,					
	,					
Eyes – Visual Acuity: RI	,					
Eyes – Visual Acuity: RL Eyes – Color Vision	,					
Eyes – Visual Acuity: RL Eyes – Color Vision Ears – Hearing (dB) RL						

Abdomen				
Genitourinary				
Neuromuscular System				
Extremities				
Are there any special medical problems or his/her work role? If so, specify	chronic disea	ases which requi	re restriction of	f activity, medication which might affect
Are there any special equipment or accom-	modations ne	eded to enable t	his person to pe	erform their duties? If so, specify
Physician Name (Print) Signature of Examiner			Date	
Physician Address				
The statements and answers as recorded above are full, contermination of my employment.	mplete and true to	the best of my knowle	edge and belief. I und	derstand that any false or misleading statements may cause
I authorize the physician or other person to disclose any kr	nowledge or inform	mation pertaining to m	y health to the emplo	bying authority for whom this examination is performed.
Signature of Employee	Date			

ARREST/CONVICTION REPORT AND CERTIFICATION FORM (under Act 24 of 2011 and Act 82 of 2012)

	Section 1. Personal Information
Full Legal Name:	
Any former names	Date of Birth:/
by which you have	
been identified:	
	Continue 2 December 6 American Constitution
	Section 2. Report of Arrest or Conviction
enumerated u	checking this box, I report that I have been arrested for or convicted of an offense or offenses under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Instructions on Page 3 of this Form for ortable Offenses. If you have none to report, proceed to Section 3 of this form.
ļ	Details of Arrests or Convictions
	For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.
	
	·
	Section 3. No Arrest or Conviction
By checking this box, I state that I have not been arrested for or convicted of any Reportable Offense.	
	Section 4. Certification
	Section 4. Certification
understand that false	nis form, I certify under penalty of law that the statements made in this form are true, correct and complete. I e statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to
Signature	Date
PDE-6004 (8/28	3/2012)

INSTRUCTIONS

This standardized form (PDE-6004) has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of a public or private school, intermediate unit or area vocational-technical school. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

Exemption: Any current employee who completed a PDE-6004 on or before December 27, 2011, in compliance with 24 P.S. §§1-111(j)(1) and (2) on that date, and who has not been arrested for or convicted of an offense enumerated under 24 P.S. §§1-111(e) and (f.1) shall not be required to complete an additional form.

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity.

If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:
 - (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault)
 - Section 2709.1 (relating to stalking)
 - Section 2901 (relating to kidnapping)
 - Section 2902 (relating to unlawful restraint)
 - Section 2910 (relating to luring a child into a motor vehicle or structure)
 - Section 3121 (relating to rape)
 - Section 3122.1 (relating to statutory sexual assault)
 - Section 3123 (relating to involuntary deviate sexual intercourse)
 - Section 3124.1 (relating to sexual assault)
 - Section 3124.2 (relating to institutional sexual assault)
 - Section 3125(relating to aggravated indecent assault)
 - Section 3126 (relating to indecent assault)
 - Section 3127 (relating to indecent exposure)
 - Section 3129 (relating to sexual intercourse with animal)
 - Section 4302 (relating to incest)
 - Section 4303 (relating to concealing death of child)

- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)
- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - · another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.
- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:
 - (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
 - (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
 - (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d)(relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.