

**Human Resources**  
**1202 Wood Avenue**  
**Sumner, WA 98390**  
**(253) 891-6025**  
[www.sumner.wednet.edu](http://www.sumner.wednet.edu)

## **Coaching Application Procedures**

### **Application and Employment Procedures for Coaching Positions**

---

1. Please include all information requested on the application.
2. Attach to the application the following:
  - a. Letter of application for the specific position for which you are applying.
  - b. Completed coaching application.
  - c. Completed School District Work History form.
  - d. A photocopy of your current **first aid/CPR** card. If you do not have current first aid/CPR certification, you must agree to have certification prior to the beginning of your coaching season to meet WIAA rules.
3. After the closing date of the posting, applications of interested candidates are reviewed and screened. Interviews are scheduled for those applicants whose experience and qualifications most closely meet the position requirements. An offer of employment is contingent upon School Board approval.
4. **Coaching applications are not held on file after the selection process has been made.** If you are interested in future positions a new application must be completed.

If you have any questions regarding the above information, please contact the Human Resources Office at 891-6025. Open coaching positions are listed on our web site at [www.sumner.wednet.edu](http://www.sumner.wednet.edu).

***Coaching applicants, please note*** that the recommended candidate must meet the following conditions of employment ***prior to undertaking any coaching duties***:

- ✓ must undergo a background check through the Washington State Patrol criminal investigation system and the Federal Bureau of Investigation, at the applicant's expense.
- ✓ must be currently certified in first aid/CPR.
- ✓ must complete Washington State Sexual Misconduct Disclosure Release (Form SPI 1588).
- ✓ must complete Character Fitness and Supplement (Form SPI/CERT 4020B).
- ✓ must attend an indistrict orientation on: sexual misconduct, chemical hazards and bloodborne pathogens.
- ✓ must complete "What Every Employee Must Be Told" training and submit Certificate of Completion to the District Athletic Director's office or Human Resource.

*The Sumner School District No. 320 complies with all applicable federal and state statutes and regulations regarding equal employment opportunity and does not discriminate on the basis of race, color, national origin, gender, age, marital status, creed, disability, or any other protected status. Inquiries regarding these laws and regulations should be directed to the Sumner School District's Title IX RCW 28A.640 Equal Opportunity Office and Section 504 Coordinator, Debra Barlow, telephone (253) 891-6000.*

***State law and School Board Policy prohibit smoking or any other use of tobacco products on school district property, including all district buildings, grounds and district-owned vehicles.***

**Sumner School District**  
**1202 Wood Avenue**  
**Sumner, WA 98390**

**Coaching Application**  
*An Equal Opportunity/Affirmative Action Employer*

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Social Security #\*: \_\_\_\_\_ Your S.S.# is not required at the time of application, It will be necessary to disclose it upon hiring.  
 First Aid / CPR Card Expiration Date (WIAA Requirement) \_\_\_\_\_

Please list all former names and approximate dates of use. (If more than two, list on separate sheet.)

1.	2.
3.	4.

Coaching positions you are applying for - list in order of preference:

1.	2.
3.	4.

Current Employer: List name and phone number.

Name	Phone Number
------	--------------

Do you possess a high school diploma?     Yes     No    If Yes, from where? \_\_\_\_\_

**Athletic Participation / Coaching:** In the space below, list chronologically (most recent at top), the years, levels and sports in which you have coached or participated.

<u># Years Coached or Participated</u>	<u>Years</u> (from when to when)	<u>Sport</u>	<u>Level</u> (college, high school, etc.)	<u>Responsibility</u> (head, assistant, volunteer, participant)	<u>Location</u> (school)	<u>City/ State</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Professional References:** In the space below, list three individuals who have knowledge about your professional qualifications and experiences.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been dismissed or discharged or have you resigned in order to avoid discipline or discharge by any employer?  
 Yes     No (If yes, then state on a separate sheet of paper the name, address and telephone number of the employer; the nature of the allegations; and the final disposition.)

If you believe you might have difficulty carrying out any of the essential duties of the position for which you are applying, can you suggest any reasonable accommodations, which might enable you to perform the essential functions of the position.?

**Agreement**

I certify that the information provided herein is true, accurate and complete. I agree and understand that if an offer of employment is made to me, such an offer will be conditional until I have provided official transcripts verifying my academic background, until I have verified my certification status and until a background check pursuant to Chapter 43.43 RCW and Chapter 28A.410 RCW has been completed at my expense and the School Board takes official action to approve my employment. I agree that the District may, at its discretion, terminate my employment if, among other reasons, I provide false, misleading or incomplete statements.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

*The Sumner School District No. 320 complies with all applicable federal and state statutes and regulations regarding equal employment opportunity and does not discriminate on the basis of race, color, national origin, gender, age, marital status, creed, disability, or any other protected status. Inquiries regarding these laws and regulations should be directed to the Sumner School District's Title IX RCW 28A.640 Equal Opportunity Office and Section 504 Coordinator, Debra Barlow, telephone (253) 891-6000.*

**APPLICANT DISCLOSURE FORM**

**Sumner School District #320**

**Sumner, Washington**

**Have you been:**

A. **Convicted of any crime against persons** as defined in RCW 43.43.830 and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

Yes       No      If so, explain below or on a separate sheet of paper:

B. Convicted of, pleaded guilty to, or released from prison for any crime not listed in "A" above within the past seven (7) years?     Yes       No If so, explain below or on a separate sheet of paper:

C. Found in any dependency action in RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?     Yes     No If so, explain below or on a separate sheet of paper:

D. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?     Yes     No If so, explain below or on a separate sheet of paper:

E. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?     Yes     No If so, explain below or on a separate sheet of paper:

***A background check through the Washington State Patrol criminal investigation system and the Federal Bureau of Investigation will be made for any person offered a position with the Sumner School District. A conviction record will not necessarily bar you from employment.***

**Reference Checking and Signature Release:**

*Pursuant to RCW 9A.72.085, I certify under penalty of perjury under laws of the State of Washington that the foregoing is complete, true and correct. I authorize the Sumner School District No. 320 to inquire of former employers, references, or other sources to obtain any and all information regarding my job-related background. I release the Sumner School District, my former employers, all references, and any other persons contacted by the Sumner School District in regard to this application from any and all liability arising from obtaining or disclosing such information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sumner School District

# School District Work History Form

Name (Please Print) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Last First M.I.

Washington State law requires additional safeguards in the hiring of school district employees to ensure the safety of Washington's school children. In order for the Sumner School District to be in compliance with this law, you must list all school districts for which you have ever worked. (If more space is required, please attach an additional sheet of paper.)

I am currently or have been employed by the following school districts:

School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX
School District Name	City	State	Country	Phone	FAX

I have no previous school district employment.

Applicants may be hired on a conditional basis pending review of information obtained from former school district employers and similar information from the Superintendent of Public Instruction and other sources. Therefore, any hiring decision is not final or binding upon the District until any such required steps are completed and any questions are resolved.

Your dated signature below signifies that you have provided accurate information on your previous school district employment.

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_