



Human Resources

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TO: Non-Employee Coaches
FROM: Dr. David Clarke, Ed.D.
Assistant Superintendent of Human Resources
SUBJECT: **NON-EMPLOYEE COACH APPLICATION PACKET**
DATE: July 1, 2008

Thank you for expressing an interest in Union County Public Schools and the athletic programs provided for students. The **Non-Employee Coach Application Packet** is comprised of several required documents and attention should be given to each document. The packet is offered online and may be accessed by visiting the Union County Public Schools’ website. Once you have arrived at the home page, you should click on Departments (*located across the top of the screen*) and scroll down to Human Resources. Next, click on Forms (*located on the far left of the screen*) and scroll down to Non-Employee Coach Application Packet. These are not interactive forms and must be printed off in order to complete them:

- Classified Application
- Authority for Release of Information
- Classified Confidential Telephone Reference Forms (2)
- UCPS High School Coaching Supplement Schedules

At this point, you should scroll further down the page to Tax Forms where you must print the following documents for completion:

- Form I-9, Employment Eligibility Verification (*to be accompanied by required documents from Lists of Acceptable Documents*)
- NC-4, North Carolina Department of Revenue Employee’s Withholding Allowance Certificate
- Form W-4, United States Department of the Treasury IRS Employee’s Withholding Allowance Certificate

Coaching supplements are paid three (3) times per year. Coaches for fall sports are paid on November 25th, coaches for winter sports are paid on February 25th, and coaches for spring sports are paid on June 25th. The positions of athletic trainer, weight trainer, and athletic director are paid in three (3) equal installments-- November, February, and June—as trainers are required to assist with all sports programs during the school year. Failure to submit the Form I-9, NC-4, and Form W-4 will result in the supplement payment being withheld.

For questions regarding coaching supplements, procedures, and the application process, please contact Fran Caldwell by email at fran.caldwell@ucps.k12.nc.us or by telephone at 704-296-1016.

Growing Possibilities...

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

* Optional

EDUCATION AND TRAINING:

School	Name and Address	Dates Attended	Major or Area of Study	Graduated		Type of Degree or Diploma
				Yes	No	

If applying for a teacher assistant position, attach a copy of your diploma or transcript.

WORK EXPERIENCE:

List your most recent work experience.

Dates From – To	Employer	Address	Position

JOB HISTORY RECORD:

Complete if you have previous work experience **relative** to the job for which you are applying. Be sure that the job history accurately reflects any breaks in service. Attach an additional sheet if needed.

Dates of Full-Time Service				Employer	Position
From: Mo. Day Yr.	To: Mo. Day Yr.	Total Years	Total Months		

REFERENCES:

Please give at least three non-family references who have knowledge of your ability, experience and competence. At least two of these references must be professional and one may be personal (from a non-relative).

If previously or currently employed, please list employer. May we contact your current employer? ___Yes ___ No

Name	Position	Address	Telephone #

ADDITIONAL INFORMATION:

Please check the appropriate answer.

- | | | |
|-----|-----|---|
| Yes | No | |
| ___ | ___ | Have you ever been suspended, dismissed, fired or discharged from <u>Union County Public Schools</u> or any position of employment? |
| ___ | ___ | Have you ever been asked to resign from a position of employment? |
| ___ | ___ | Have you ever been convicted of any violation of the law including a minor traffic ticket? |
| ___ | ___ | Have you ever been charged with physical or sexual abuse? |
| ___ | ___ | Have you ever refused any pre-employment drug or alcohol test administered by an employer? |
| ___ | ___ | Have you ever tested positive on any pre-employment drug or alcohol test administered by an employer? |
| ___ | ___ | If yes, do you consent to having previous drug testing results secured and read by authorized personnel? |

If you answered yes to any of the above, please explain: _____

(Warning: Willful or knowledgeable omissions, misrepresentations, incorrect and dishonest statements on this application are a violation of Union County Public Schools Board policy and can result in refusal to hire, termination, or dismissal.)

Describe any skills or qualifications you possess to be considered for the position in which you are applying (clerical skills, NC CDL license, CPR, first aid, equipment operation, technology skills, etc.).

I CERTIFY THAT THE INFORMATION PROVIDED HERE IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

APPLICANT’S SIGNATURE: _____ DATE: _____

UNION COUNTY PUBLIC SCHOOLS - HUMAN RESOURCES DIVISION

Fax: 704-289-9154

AUTHORITY FOR RELEASE OF INFORMATION

I authorize the Union County Board of Education to perform a criminal records check in connection with my employment in the Union County Public School System. I further understand that if I am hired by the Union County Public School System, on-going criminal background checks may be made and, by this release, I authorize that on-going review of my criminal history.

(PLEASE PRINT OR TYPE)

Legal Name:

_____	_____	_____	_____
Last (Same Name as Social Security Name)	First	Middle	Maiden
_____	_____	_____	
Social Security Number	Date of Birth	Sex	
_____	_____	_____	
Address	City	State, Zip	

Race: (Please check all that apply)
<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Asian American
<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Black or African American
<input type="checkbox"/> White American

Please list any other names (or aliases) under which you have been known:

Please include a copy of your Driver's License and a copy of your Social Security Card. Make sure all numbers are legible on both forms. I understand that my employment with Union County Public Schools is contingent upon an acceptable criminal records check and the approval of the Union County Board of Education.

Applicant's/Employee's Signature

Date

IMPORTANT

Please list below the International City/Country including physical address, and U.S. City/County/State in which you have lived or worked within the last seven (7) years, starting with most recent year:

From: _____ To: _____ City: _____ County: _____ State/Country: _____

From: _____ To: _____ City: _____ County: _____ State/Country: _____

From: _____ To: _____ City: _____ County: _____ State/Country: _____

From: _____ To: _____ City: _____ County: _____ State/Country: _____

I have lived in Georgia (GA Authority for Release of Information must be completed)

School / Location _____

Job Assignment / Position _____ Full Time (FT) Part Time (PT) _____

Complete this additional form only if you have ever lived in the State of Georgia.

Employment Background Authorization & Release

I hereby authorize Background Investigation Bureau, Inc. to obtain any and all information that pertains to my eligibility for employment. This information will include but is not limited to, arrest and/or criminal records, credit history, driver/motor vehicle abstract, employment verification, education verification and social security number verification. I also understand that the information below regarding sex, race and date of birth is requested for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law.

I hereby authorize without reservation, any party or agency to furnish the above-mentioned information. I further authorize the procurement of the above-mentioned reports at *any time* during my employment or contract.

Please Print All Information Clearly

Personal Information (List all names used)

Last	First	Middle
Name _____	_____	_____
Name _____	_____	_____
Name _____	_____	_____
Current Street Address _____	City _____	State _____
Zip _____	SSN _____	Date of Birth _____
Gender _____	Race _____	
Drivers License Number _____	State Issued _____	Expires _____

I state that the information provided is accurate to the best of my knowledge. I also understand that information about my background may contain negative information about my character and style of living. My signature releases any liability against Background Investigation Bureau, Inc. or its acting agents. A photo or fax copy of this release form will be valid as an original therefore, even though said copy does not contain an original writing of my signature.

Signature _____ **Date:** _____

Personal & Confidential Information

**UNION COUNTY PUBLIC SCHOOLS – HUMAN RESOURCES DIVISION
CLASSIFIED CONFIDENTIAL TELEPHONE REFERENCE FORM**

Applicant's Name: _____

Position
Desired: _____

Recommender's Name: _____

Title: _____

School or Organization: _____

Phone: _____

Address: _____
 Street City State Zip

Principal's/Supervisor's Printed Name: _____

Principal's/Supervisor's Signature: _____ Date: _____

Indicate the recommender's appraisal of the applicant.

Qualification Characteristics	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
Character (general conduct, ethics, morals)					
Personal Appearance (dress, grooming)					
Promptness					
Dependability					
Thoroughness					
Thorough knowledge of the job					
Communication skills (oral)					
Communication skills (written)					
Handling of routines/responsibilities					
Willingness to accept criticism					
Enthusiasm toward work					
Evidence of professional growth					
Ability to work without close supervision					
Ability to work closely with co-workers/others					
Interaction with co-workers					
Interaction with supervisors					
Overall Rating					

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Would you hire (or re-hire) this person for a position in your organization? **YES/NO**

Identify specific strengths or areas in need of improvement. _____

UNION COUNTY PUBLIC SCHOOLS
High School Coaching Supplements

Revised: 12-1-2009

Sport	Amount	Coach	T/TA/NE*	Season	Total Allowed
Varsity Football Head	3,795.00			Fall	1 per school
Football Assistant	1,870.00				8 per school (including JV)
Football Assistant	1,870.00				
Football Assistant	1,870.00				
Football Assistant	1,870.00				
Football Assistant	1,870.00				
Football Assistant	1,870.00				
Football Assistant	1,870.00				
Football Assistant	1,870.00				
Men's Varsity Soccer Head	1,925.00			Fall	1 per school
Men's Varsity Soccer Asst.	1,100.00				1 per school
Men's JV Soccer Head	1,100.00			Fall	1 per school
Volleyball Head	1,375.00			Fall	1 per school
Volleyball Asst.	770.00				1 per school
Women's Tennis Head	1,375.00			Fall	1 per school
Women's Golf Head	1,375.00			Fall	1 per school
Cross Country	1,210.00			Fall	1 per school (Men & Women = 1 sport)
Cheerleading Co-Head	880.00			Fall	2 per school
Cheerleading Co-Head	880.00			Fall	
Men's Varsity Basketball Head	2,475.00			Winter	1 per school
Men's Varsity Basketball Asst.	1,100.00				1 per school
Women's Varsity Basketball Head	2,475.00			Winter	1 per school
Women's Varsity Basketball Asst.	1,100.00				1 per school
Men's JV Basketball Head	1,100.00			Winter	1 per school
Women's JV Basketball Head	1,100.00			Winter	1 per school
Wrestling Head	1,925.00			Winter	1 per school
Wrestling Asst.	770.00				1 per school
Swimming/Diving Head	1,210.00			Winter	1 per school (Men & Women = 1 sport)
Swimming/Diving Asst.	770.00				1 per school (Men & Women = 1 sport)
Cheerleading Co-Head	880.00			Winter	2 per school
Cheerleading Co-Head	880.00			Winter	

Sport	Amount	Coach	T/TA/NE*	Season	Total Allowed
Varsity Baseball Head	1,925.00			Spring	1 per school
Varsity Baseball Asst.	1,100.00				1 per school
JV Baseball Head	1,100.00			Spring	1 per school
Women's Varsity Soccer Head	1,925.00			Spring	1 per school
Women's Varsity Soccer Asst.	1,100.00				1 per school
Women's JV Soccer Head	1,100.00			Spring	1 per school
Softball Head	1,925.00			Spring	1 per school
Softball Asst.	1,100.00				1 per school
JV Softball Head	1,100.00			Spring	1 per school
Men's Track Head	1,925.00			Spring	1 per school
Men's Track Asst.	1,100.00				1 per school
Women's Track Head	1,925.00			Spring	1 per school
Women's Track Asst.	1,100.00				1 per school
Men's Tennis Head	1,375.00			Spring	1 per school
Men's Golf Head	1,375.00			Spring	1 per school
Athletic Trainer, Certified**	3,300.00				
Athletic Trainer, Non-Certified**	1,925.00			F/W/S	1 per school
Weight Trainer**	1,045.00			F/W/S	1 per school
Athletic Director**	5,500.00			F/W/S	1 per school

*Please indicate whether coach is teacher, teacher assistant, or non-employee.

**Athletic Trainer, Weight Trainer, and Athletic Director will receive supplement in three

(3) equal installments ---

November, February, and June.

UNION COUNTY PUBLIC SCHOOLS

MIDDLE SCHOOL COACHING SUPPLEMENT SCHEDULE

Years of Experience	Basketball	Cheerleading
C-0	\$660.00	\$385.00
C-1	693.00	404.80
C-2	728.20	424.60
C-3	764.50	445.50
C-4	803.00	467.50
C-5	843.70	490.60
C-6	885.50	514.80
C-7	929.50	540.10
C-8	975.70	567.60
C-9	1,024.10	596.20
C-10 up	1,075.80	625.90

Approved by Board: September 7, 1993

Revised: December 1, 2009