



COACH & ACTIVITY EMPLOYEE PERSONNEL INTAKE

- All Coaching and Activity employees need to report to the **Athletic Office** for an Intake Meeting prior to reporting to their district assignment. All paperwork needs to be turned into the Athletic Office prior to beginning employment. A person is **not** allowed to have contact with students until all paperwork has been received, approved, and processed. An employee **must** pass a background check prior to the start of their position.

Head Coach Certificated/Teacher Classified

Assistant Coach VOLUNTEER Club or Activity Advisor

Employee Dates	
Intake Conference Date	
Board Date	
Start Date	

Employee Information			
Employee Name		Position	
Street Address		School	
City State Zip		Home Phone #	
Home E-mail		Cell Phone #	
Emergency Contact's Name		Emergency Contact's Cell Phone #	

Athletic Office Use Only: To be completed by Athletic Office.

Payroll/Salary			
Position		Season of Activity	
Category/Step		Salary	
Total Years of Experience			

Coach & Activity Employee Intake Form

NAME:				
Volunteers do not need to complete Purple Payroll Forms				
Document	Received	Need	Date	Comments
General Information Sheet				
Driver's License copy				
Social Security Card copy				
W-4 form				
City Tax –outside Middletown				
Ohio Tax – IT-4 form				
SERS Membership form				
Public School District form				
Direct Deposit Form				
Acceptable Use Policy				
Homeland Security form				
Social Security Statement				
I-9				
Sexual Harassment/Staff-Student Policies				
Fraud form				
Ohio Code of Ethics				
Acknowledgement of the Job Description				
Emergency Contact & Med				

Licensure and Background Checks			
Licensure	Completed	License#	Expiration Date
NFHS –Fundamentals of Coaching Course			
CPR Course			
First Aide Course			
Concussion Course			
PAV-Pupil Activity Validation Certification (<i>CERTIFICATE #</i>)			
State/BCI Background Check			
FBI Background Check			

*Copies of coursework and information must be provided to HR.

Checked By			
Reference checked by:		Contract offered by:	
Entered in a database:		Date completed:	

HR Official Use Only:

- | | |
|--|---|
| <input type="checkbox"/> Entered into a Database | <input type="checkbox"/> General Employee Form Complete |
| <input type="checkbox"/> Tech Dept. Notified
(When necessary) | <input type="checkbox"/> Intake Complete |

Once the Athletic Department Completes the Intake, a copy of all paperwork will be made for the Athletic Department Files. Then, an additional copy of these documents will be sent to the Human Resources Department.

Received by HR: