



GREATER NANTICOKE AREA SCHOOL DISTRICT

Administrative Complex
427 Kosciuszko Street, Nanticoke, PA 18634-2690

Fax (570) 735-1350

Phone (570) 735-7783

(570) 735-7784

TDD (570) 735-7783

ATHLETICS/COACHING APPLICATION

DATE: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ SOC. SECURITY NO: _____

Applying for: _____ coach.

RELATED COACHING EXPERIENCE:

PLEASE INCLUDE THE FOLLOWING INFORMATION
(Past Coaching Experience/Location – a resume may be attached)

MAY WE CONTACT ANY OF THE ABOVE LISTED EMPLOYERS?

YES

NO

EDUCATION:

REFERENCES:

***PLEASE ATTACH A COPY OF YOUR CURRENT (less than 1 year)
CRIMINAL HISTORY, CHILD ABUSE, AND FINGERPRINT
CLEARANCES.***

GENERAL BACKGROUND INFORMATION

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

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

Conviction 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: minor 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

Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

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.

INSTRUCTIONS TO APPLY FOR CLEARANCES

Clearances are required for any person not employed by the GNA School District.

All three of the following clearances are required for all coaches and associated team personnel (scorer, timer, cameraperson, etc.) at all levels, paid and volunteer, prior to being hired. Clearances must be dated within one year of the person's hiring date, and they must be completed annually. All clearances should be turned in to the head coach who will forward them to the District Business office with his or her letter of application.

1. Go to <https://epatch.state.pa.us> and complete a *Pennsylvania State Police Request for Criminal Record Check (Act 34)* form online or print one, complete and mail it to the address on the form. Cost is \$8 (volunteers are free), payable by credit card online or money order if you mail it. Once processed, the clearance can be printed out directly from the website or it will be mailed to you. Return that to the head coach.
2. Go to <https://www.compass.state.pa.us/CWIS> and complete a *Pennsylvania Child Abuse History Clearance (Act 151)* form online or print one, complete and mail it to the address on the form. Cost is \$8 (volunteers are free), payable by credit card online or by money order if you mail it. Once processed, the clearance can be printed out directly from the website or it will be mailed to you. Return that to the head coach.
3. Go online to www.pa.cogentid.com to register to for fingerprinting (Act 114). Use the section for the Department of Education only. The cost is \$27.00, payable by credit or debit card. There are several sites in Luzerne and Lackawanna Counties that will process fingerprints. See the Cogent website for locations and their hours of operation. You must register on the website before you get fingerprinted, and all instructions are provided there. You will be given a receipt that you have been processed. Return that receipt or the clearance that will be sent to you to the head coach.
4. Fill out the Act 24 form and return it to the head coach. This only has to be done once and will be kept on file in the Business Office.

The head coach will return all completed clearances to the School District at the same time with his or her letter of application. Any subsequent letter of application for an assistant coach or other personnel will not be accepted without current clearances.

Absolutely no one is permitted to work with student-athletes until their current clearances are on file with the School District and they are hired by the Board of Education.