

## Applying to be a coach for FCPS

Please follow steps below:

1. **Application:** Complete an application online at [www.fcps.net](http://www.fcps.net)
  - Click on Employment, Job Listing, and Supplemental.
  - Click on Position, and then click on Apply
2. **Initial Background Check:**
  - a. Go to Administrative Office of Courts at <http://courts.ky.gov/Criminalrecordreports/Pages/default.aspx>
  - b. Order your background check online, there is a fee of \$ 25.00.
  - c. Email result of your background check to [fcpsappcenter@fayette.kyschools.us](mailto:fcpsappcenter@fayette.kyschools.us)
3. **Paperwork meeting:** Contact Supplemental Office at 381-4115 for appointment.
  - a. Take following documents to HR with you:
    - Valid Driver's license.
    - Social Security card.
    - A personal check or Money order/ Cashier check in the amount of \$50.00 for fingerprint.( Cash or Credit / Debit card is not accepted)
    - Proof of education (High School Diploma or Official College Transcripts)
  - b. You will receive additional forms when you come to Human Resources to complete and finalize hiring process.

Location, Human Resources office - 128 Walton Avenue.

Office hours, Monday – Friday from 8:00 AM to 5:00 PM.