NVUSD
NAPA VALLEY UNIFIED SCHOOL DISTRICT

Human Resources

Dana Page
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TO: All New Coaches

FR: Ellie Peña-Tamayo, Human Resources

Re: Application for Coaching

IMPORTANT: You must come to the Human Resources Office to complete these forms before you begin coaching. You will not be allowed to take the field until **ALL** documents are turned in.

REQUIRED FORMS:

1. Edjoin Application

2. I.N.S. Form (documents that establish identity and employment) MUST be completed in Human Resources. Please bring the following documents with you:
   - Current United States Passport or
   - Driver's License and Social Security Card or
   - Citizenship Certificate and Social Security Card or
   - Picture ID and Certified Copy of Birth Certificate

3. Fingerprint Clearance – Form must be picked up in the Human Resources Office. Department of Justice and FBI clearance can take up to 30 days. The school site will be notified when you have cleared.

4. Current Tuberculosis Risk Assessment Questionnaire (Please complete the attached Adult Tuberculosis (TB) Risk Assessment Questionnaire and take to your Health Care Provider) (Every 4 years)

5. Payroll Packet – Pick up in Payroll/Business Services – needs to be turned into the Payroll Office in order to be compensated.

6. CPR & First Aid Red Cross Certification – Turn in copies to Human Resources
   www.redcross.org or www.onlinecprcertification.net (Every 2 years)

7. Code of Conduct Form – (Per Sport/Season) (Athletic Director will provide coaching handbook)

8. NFHS – Concussion in Sports Certificate – Information attached (Every 2 years)

9. NFHS – Fundamentals of Coaching Certificate (1 time)

10. NFHS – Sudden Cardiac Arrest Certificate (Every 2 years)

11. NFHS – Bullying, Hazing and Inappropriate Behaviors Certificate (1 time)

12. NFHS – Heat Illness Prevention (Every 2 years)

13. Mandated Reporter Certificate (attached) (Yearly)

14. Anti-Harassment Certificate (attached) (Yearly)