**Athletics/Extra Curricular or Event Worker (PAID AND/OR VOLUNTEER) Clearance (Not for current Employees)**

Want to work or volunteer as an Athletics/Extra Curricular or Event Worker?
Human Resources can help you complete the process.

**On Your Mark...**

1. Complete your Red Rover online application. The online application is located @ https://jobs.redroverk12.com/org/2590. This is the same online application for volunteer Athletics/Extra Curricular or paid/volunteer Event Workers/Managers. This is only required of current employees if they are recommended as Event Managers.
2. Let your Athletic Coordinator know you have completed this process. The Athletic Coordinator will then make a recommendation to Human Resources that they would like your application to be reviewed.
3. DO NOT start working yet. You have not been cleared.

**Get Set...**

1. Human Resources will assign you the tasks you must complete before you can begin working with children. See the list of requirements below.
2. Human Resources will notify the Athletic Coordinator when you are approved.

**Go!** THEN you may begin working. Thanks for being a good role model and for obeying the law!

**Paid or Volunteer Event Workers who are not current employees may not be included in activities or have any interaction with students until they are approved by Human Resources!**

**Volunteer** Athletics/ExtraCurricular or **Volunteer** Event Worker Hiring Requirements

- Online Application
- Disclosure Information
- Clearance through Final Forms (not required for Event Workers)

**NEW Paid** Event Worker/Manager Hiring Requirements

- Online Application
- Disclosure Information
- Volunteer Notification
- W-4 Form
- Direct Deposit Form with Voided Check Attached
- I-9 Form with appropriate Identification
- DRS Form
- Paid Sick Leave Notification
- School Work History Form
- Event Managers will be required to complete First Aid/CPR/AED Training (training required prior to start date and valid for the entire time frame authorized to work)
- Event Managers/Workers will be background cleared through CheckR software