Presentation High School: Coach Application

Download, complete, and submit application with other required documents. Resume is not accepted in lieu of application. An incomplete application will not be accepted.

APPLICANT INFORMATION

Date of Application:_____ Position Applying for:_____

First Name:_____ Middle Name:_____ Last Name:_____

Street Address:_____ City:_____ State:____ Zip Code:_____

Email:_____ Cell Phone:_____

Other names known by:_____

Driver's License Number:_____ State Issued:_____

If hired, what date are you available to start work?:_____

Have you ever applied to Presentation before? ☐ Yes ☐ No

Can you submit verification of your legal right to work in the U.S.? ☐ Yes ☐ No

Are you Catholic? ☐ Yes ☐ No   If yes, what is your parish?:_____

Are you fluent in languages other than English?: ☐ Yes ☐ No   If yes, what languages?:_____

Do you have any family members currently working at Presentation?: ☐ Yes ☐ No

CERTIFICATIONS (Please attach copies)

☐ First Aid Certification ~ Exp. Date:_____

☐ CPR Certification ~ Exp. Date:_____

☐ Coaches Education Certification ~ Exp. Date:_____

☐ Concussion in Sports Certification ~ Exp. Date:_____

☐ Other Certification:_____ Exp. Date:_____

EDUCATION & PROFESSIONAL PREPARATION

	Institution	City, State	# of Years Attended	Did you graduate? (Y/N)	Degree	Major	Minor
Secondary							
College/ University							
Graduate/ Special Training							

RELEVANT COACHING EXPERIENCE*

From	To	Employer	Address & Phone	Position & Duties	Supervisor & Reason for Leaving

*May we contact your current employer? ☐ Yes ☐ No

OTHER EMPLOYMENT/VOLUNTEER HISTORY*

From	To	Employer	Address & Phone	Position & Duties	Supervisor & Reason for Leaving

*May we contact your current employer? ☐ Yes ☐ No

PROFESSIONAL ACTIVITIES/INTERESTS/AWARDS

_____

_____

PROFESSIONAL REFERENCES

Please list **three professional references** and **one personal reference** we may contact who have observed your work, including your last principal.

Name	Position	Organization	Phone	Email	Years Known	Personal Reference

HOW DID YOU LEARN ABOUT THIS JOB OPENING?

_____

_____

ORIGINAL STATEMENT

Please write a brief statement below on one of the following topics (up to 500 words):

1. What is your personal mission as a coach? What do you want to accomplish by your work in this profession?

2. Describe a personal athletic experience in education or your specific field that was memorable for you, and explain how it has affected the way you work with students.

OUR COMMITMENT TO STUDENT SAFETY

Presentation High School is an inclusive community that empowers young women to become fearless and faithful leaders determined to serve the world. Each student is challenged to become a woman of faith, dedicated to working with others, intellectually competent and committed to her personal growth. Providing safe and secure programs for our students is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality education for the students in its community.

Presentation has **zero tolerance** for abuse or misconduct and will not tolerate any abuse or misconduct of its students. Any confirmed abuse or misconduct by an employee will result in immediate dismissal from this organization and cooperation with law enforcement.

Presentation takes every allegation of abuse or misconduct seriously and will report all known child abuse incidents. We will fully cooperate with the authorities to investigate all cases of alleged child abuse or misconduct. Employees shall cooperate with any external investigation by outside authorities or internal investigation conducted by Presentation or persons given investigative authority by Presentation. An employee's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment.

CERTIFICATION

Please read carefully, initial each paragraph and sign below. Emailing this application will be considered an electronic signature.

_____ I authorize Presentation High School to contact my **current** employers listed on my employment application for purposes of verifying or obtaining any information regarding my employment, character, and qualifications.

_____ I authorize Presentation High School to contact my **former** employers listed on my employment application for purposes of verifying or obtaining any information regarding my employment, character, and qualifications.

_____ Furthermore, I waive my right of access to any such information. I hereby release Presentation High School and the reference source, without limitation, from any liability in connection with the release of information obtained during the hiring process.

_____ I certify I have made true, correct, and complete answers and statements on this application, my resume, and other suplementary materials in the knowledge that they may be relied upon in considering my application. I understand omissions or false statements made by me on this application, or any supplement to it, will be sufficient grounds not to employ me. I also understand, if I am employed by Presentation High School, any subsequent revelation that I have previously given false information could lead to my dismissal.

_____ I certify that I have read and understand the "Commitment to Student Safety" policy.

Presentation High School is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (408)264-1664. California Relay Service is available at (800)735-2922 voice and (800)735-2929 TDD.

Signature: _____ Date: _____

This application must be accompanied by the following supplementary materials (Word Doc or PDF files):

☐ Cover letter and resume

☐ Copy of all applicable licenses, certifications and credentials