

For Staff Use Only:

League/Team: _____

Date Submitted: _____

CCBI Cleared: _____

Louisburg Parks and Recreation Department
Coaching Application Form
(Coaching applications must be renewed yearly)

Personal Information

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____ Business Phone: _____
Email Address: _____

Emergency Information

Person to Notify in an Emergency: _____ Phone: _____
Special Medical Circumstances: _____

Coaching Background

1. Please check the position are you applying to coach: Head Coach Assistant Coach
2. Have you previously coached with Louisburg Parks & Recreation? Yes No
3. Please check the sport you are applying to coach:
 Baseball Basketball Softball Soccer
4. What age group or grade level are you applying to coach? _____
5. Check personal playing experience: Little League High School College Pro
6. What is your coaching experience? _____

Coach's Agreement

I agree that if I am selected to serve as a Head Coach of a team:

(Please initial each statement)

_____ I will attend all coaches meetings or send a representative.

_____ I will be responsible for the return of all equipment.

_____ I will be responsible for my team's and coach's conduct on the field/court.

_____ I will be responsible for my teams' parent's conduct during a game.

_____ I will set a good example for the players and parents on my team.

_____ I will be responsible for ensuring the safety and accountability of all players on my team until they are released to a guardian or administration.

_____ I understand and will abide by: No coach shall recruit Louisburg Parks & Recreation Department players to play on teams outside of Louisburg Parks & Recreation Department Leagues that directly affects attendance in the Louisburg Parks & Recreation Department program.

Please answer the following questions:

1. What is your general coaching philosophy for coaching a recreational youth team?

2. Describe your coaching objectives for the season.

Applicant's Signature: _____

Date: _____

TOWN OF LOUISBURG PARKS & RECREATION INVESTIGATIVE BACKGROUND CHECK

TO BE COMPLETED BY PARKS AND RECREATION DIRECTOR

PLEASE PRINT

Supervisor Name: _____ Phone #: _____ Position of Applicant: _____

Program or Sport: _____ Work Location: _____

Briefly describe position duties and responsibilities (include % of time in contact with children or in supervisory role over participants; % of time left unsupervised by full time staff; other major responsibilities):

Driving City/ Personal Vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No	Requires Handling City Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant Will Be: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer
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Last Name: _____ First Name: _____ MI: _____ Maiden Name (if applicable): _____

Home Phone #: _____ Cell Phone #: _____

Driver's License Number: _____ Issuing State: _____

Date of Birth: _____ Sex: Male Female Race: _____

Social Security Request and Statement of Purpose: To comply with the Confidential Records Law, your Social Security number is requested because you are being considered for employment or volunteer placement with the Town of Louisburg Parks & Recreation Department. The Social Security number is required to process a criminal background investigation. *If you have lived outside of North Carolina within the last 10 years, you must provide your full 9-digit Social Security number.*

Social Security Number: (last 4 digits): _____

Address History: Please list residential addresses for the past 10 years. Use back of form or a separate sheet, if necessary.

Current Address: _____
 Street Address _____ Length of Time at this Residence _____

City _____ State _____ Zip _____

Previous Address: _____
 Street Address _____ Length of Time at this Residence _____

City _____ State _____ Zip _____

Prior Address: _____
 Street Address _____ Length of Time at this Residence _____

City _____ State _____ Zip _____

Have you ever served time in prison? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered. Yes No

Have you ever been convicted of a felony? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered. Yes No

If you answered "Yes" to either of the above questions, please explain the circumstances:

AUTHORIZATION FOR BACKGROUND CHECK:

I hereby certify, by my original signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the Town of Louisburg to conduct a Criminal, Department of Corrections, and Sex Offender Registry check on my background while I am employed or volunteering with the Parks & Recreation Department. I understand that providing false statements or falsification of information will result in disqualification of employment. I understand that the Town will routinely perform background checks during the period of employment or serving as a volunteer. Information found and not previously disclosed by me, or information made available which was previously not disclosed, will be used by the Town as part of the determination of my eligibility to continue in my capacity with the Town. I have read and understand these requirements.

 Applicant's Signature

 Date

TO BE COMPLETED BY OFFICE STAFF ONLY

<u>AOC Check:</u> <input type="checkbox"/> No Arrest Record <input type="checkbox"/> Arrest Record Attached	<u>National Sex Offender Registry Check:</u> <input type="checkbox"/> Negative <input type="checkbox"/> Positive	<u>NC DOC Incarceration Check:</u> <input type="checkbox"/> No Incarceration Record <input type="checkbox"/> Incarceration Record Attached	<u>Out of State Check (If Applicable):</u> ____ State(s) ____ Date Submitted to ABC
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**Examples of Offenses Considered Unacceptable for Employment/Volunteer
with the Town of Louisburg Parks and Recreation Department**

Persons charged with and found guilty of the following crimes will not be allowed to work with the Town of Louisburg Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter
Murder
Homicide
Abduction (of child or adult)
Robbery
Carjacking
Extortion
Felony Stalking
Sexual Assault/Sex Offender Charges (including incest, crimes against nature, taking indecent liberties with a minor)
Drive-by Shootings
Child Abuse/Neglect
Possession of Child Pornography
Escape from Jail
Assault Charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)
Prostitution
Rape
Embezzlement
Forgery
Burglary or Larceny
Possession of weapon on school grounds, possession of weapons to cause mass destruction
Resisting a Public Officer
Domestic Abuse
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background searches will be performed on each Candidate/Volunteer:

1. **National Offender Registry Check**
2. **NC Department of Corrections**
3. **AOC/CCBI Statewide Record Check**