



DELPHI COMMUNITY SCHOOL CORPORATION
501 Armory Road
Delphi, IN 46923

Athletic Coaching Applicant Instructions

The following instructions will assist you in completing the forms and training required for employment as an athletic coach for the Delphi Community School Corporation:

You must complete an application online at the following:

http://www.delphi.k12.in.us/human_resources/employment/athletic_coaches_resources

Once your application is received in the Corporation Office, it will be forwarded to the Athletic Department for review. If you are selected as a potential coaching candidate, you will be contacted and interviewed by the Athletic Director and, if applicable, the Head Coach of the sport for which you are applying. If you are selected to coach for the Oracles, the Athletic Director will submit a recommendation of employment to be approved by the School Corporation Board of Directors.

You may not begin working with the students of DCSC or be board approved for employment without the appropriate background check.

PAID COACHES ONLY: Background Checks (Criminal and Child Protective Services)

- You are required to pay a fee, charged through the website, for the background checks.
- Follow the links on the web site or copy and paste the following link in to your browser:
<https://secure.safehiringsolutions.com/app.cfm?id=B8C340C2-01A3-4867-A77D-7FB8DFD53BD7>.
- Once you have completed the above information, you will receive an e-mail with TWO links. Please click on BOTH links and complete all requested information. *Your background check is not complete until all information is complete on both links and the assigned fees are paid.*

VOLUNTEER COACHES ONLY: Limited Criminal History

http://www.delphi.k12.in.us/human_resources/employment/athletic_coaches_resources

(Continue to next page)



Athletic Coaching Applicant Instructions Continued:

The following must be completed on or before your first day of employment (practice) and can be found on our website at: http://www.delphi.k12.in.us/human_resources/employment/athletic_coaches_resources

Bullying Prevention Training

- Watch the Bullying Prevention presentation provided on our website.
- Complete and sign the verification of Bullying Prevention Training and return it to the corporation office.

****USCIS Form I-9**

- Section one must be completed in its entirety exactly as requested on the form and exactly as it is listed on your chosen identification documents. (i.e. dates must be in the following format: MM/DD/YYYY) □ Sign section one where indicated
- Provide two (2) **ORIGINAL** forms of ID from the lists of acceptable documents on page 3. Either ONE (1) from list A –OR– ONE (1) from list B – AND – list C. (Two from List B or two from list C are not acceptable). Original ID must be presented in person.

****IRS Form W-4 Tax Withholding:**

- The “Personal Allowances Worksheet” is for your use in determining how many dependents you wish to claim.
- Complete the “Employee’s Withholding Allowance Certificate” entirely. Be sure to include your name, address, social security number, marital status and number of dependents you are claiming, sign and return with the rest of your employment documents.

****State of Indiana Form WH-4**

- Complete entirely. Be sure to include your name, address, social security number, counties of residence and employment as of January 1 of the current year, number of dependents you are claiming, sign and return with the rest of your employment documents.

****Direct Deposit Form**

- Direct deposit is required at Delphi Community School Corporation
- Please complete the Direct Deposit Form, sign and attached voided check(s) or proof of account information from your bank.

****Returning coaches (previous year only) do not need to complete the **starred** forms unless their information has changed.**

If you have any questions contact Corporation Office 765 564 2100 FAX 765 564 6919.