



New Hanover County Schools
Reach, Equip, Achieve

NHCS Non Faculty Checklist
(You must be 21 Years of Age to Coach)

Three Signed Letters of Reference

Send a copy of your resume and/or a letter of interest along with three letters of reference (typed) on personal stationary or business letterhead to the Athletic Director of the school for the position in which you are interested.

NOTE: Letters must be on letterhead, signed and dated.

Go to: [NHCS Human Resources](#) and fill out NCDPI application online.

Fill out [Criminal Authorization and Release Form](#), print, sign, and return to AD.

- o A pre-employment criminal background check will be performed.

Fill out, Sign [NHCS Code of Ethics/Policy Acknowledgement](#) Form and return to AD.

Fill out, Sign [NHCS Coaches Code of Conduct Form](#) and return to AD.

Fill out, Sign [Coaches/School Nurses/School Volunteers information Form](#) annually and return to AD.

I understand that I will need to complete the [NFHS Fundamentals of Coaching](#) and [Concussion](#) courses prior to any instruction. The [NFHS Concussion Course Video](#) must be viewed each year.

As of Fall 2015, all coaches must view the [NFHS Sudden Cardiac Arrest Video](#).

Paid Coaching Position: Yes No

Name (First, Middle, Last) _____ DOB __/__/__

Home Phone _____ Cell Phone: _____

Email _____@_____

Signature of Ashley Coach Making the Recommendation _____

SEND/RETURN TO:

Glen Locklear (glenn.locklear@nhcs.net)

Ashley High School

555 Halyburton Memorial Parkway

Wilmington, NC 28412

For more Information:

http://5starassets.blob.core.windows.net/athleticsites/2493222/docs/Non_Faculty_Checklist_A_HS_F15.pdf