



## Sample Volunteer Coaching/Expert Application Form

The following form can be used when interviewing a potential coach/expert in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification.
- The person's philosophy and/or expertise is unknown.
- The position to be filled is one of head coach/expert or the person would be asked to coach or provide expertise by himself/herself.
- The person would be coaching a higher-risk sport.
- The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their school.

### Candidate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home): \_\_\_\_\_

Phone: (work): \_\_\_\_\_

Email: \_\_\_\_\_

Health Card Number (optional): \_\_\_\_\_

### School:

Principal/Designate: \_\_\_\_\_

Team in Question: \_\_\_\_\_

Higher-Risk Sport: Y    N

1. Please describe your previous coaching/expert experience in \_\_\_\_\_ (specific sport/activity), as well as experience in any other sport. Include number of years you have coached/been an expert, age range of players, competitive nature of league and any other details you think are pertinent?

2. Describe current certification(s) and/or qualification(s) you hold which would be relevant to coaching/being an expert?

3. Describe other coaching/expert development sessions/clinics which have helped you learn more about coaching the sport?



4. What are three primary goals that you are trying to achieve as a coach/expert?

5. Do you understand/support the principles of the “fair play” philosophy in athletics?

Y    N

6. Explain how you would apply these principles to your coaching/expert role?

7. How would you set standards of behaviour for the players you coach/provide expertise to?

8. Please list two references associated with previous coaching/expert experience?

Name (not a relative)	Position	Phone Number

This information is collected pursuant to the (Name of School Board’s) role as employer as set out in the Education Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989.

References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of Hamilton-Wentworth District School Board student athletes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Applicants will be responsible for covering costs associated with producing a criminal reference check.

**Office Use Only**

References received: Yes    No  
 by signature of Principal/Designate: \_\_\_\_\_

Criminal record check received: Yes    No  
 by signature of Principal/Designate: \_\_\_\_\_

Application Accepted Yes    No    Orientation session completed: Yes    No

Signature of Principal/Designate: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_