

**EAST PENN SCHOOL DISTRICT
CO-CURRICULAR EMPLOYEE RECOMMENDATION FORM
(COACHES, CLUBS, SCHEDULE B)**

Candidate's Name: _____ **New** **Returning** **Status Change**

Email: _____ **Cell #:** _____

Position Title/Club: _____

Effective Date: _____ **Reason for Opening:** _____

Contract/Stipend \$: _____ **Shared? If so, shared with whom?** _____

If Club (Circle): **A** **B** **C** **D**

If Coach (Circle): **Paid** **Volunteer** **Season (Circle):** **Fall** **Winter** **Spring**

Recommended By: _____

HUMAN RESOURCES OFFICE ONLY - DO NOT WRITE IN BOX BELOW

<i>Clearance Dates</i>	<i>Payroll & HR</i>	<i>Preparation for Board Agenda</i>
CBC (Act 34)	Direct Deposit	All Paperwork Completed:
CA (Act 151)	1078	
FBI (Act 114)	W4	Forms sent to Payroll:
A&C (Act 24)	Worker's Comp Form	
SMAD (Act 168)	School Physical	Added to Schedule B:
DMV	TB Test	
I-9	SS#	Board Agenda Date:
CARR	DOB	
CSIU #	Volunteer Agreement & Release from Liability	

Human Resources Office Notes: