



Seasonal or Volunteer Position Application Form

To assist Human Resources with preparing an administrative appointment letter please provide the following information and submit to the Director of Fitness Center & Campus Recreation.

Name of Appointee _____

Address _____

Phone _____ Alternate Phone _____

Email _____

U.S. Citizen? Yes _____ No _____

New Appointment? Yes ___ No ___ Internal Promotion? Yes ___ No ___ Transfer? Yes ___ No ___

Position Title _____

Department _____

Name of Immediate Supervisor _____

Is driving on college-related business required for position? Yes ___ No ___

Volunteer (no salary) _____ -or- Annual Salary* \$ _____ -or- Hourly Rate (if not annual) \$ _____

**Check with sport supervisor for seasonal coach salary structure*

Requested Appointment Start Date _____ End date _____

Additional considerations to be included in terms & conditions of employment:

This administrative appointment has been approved by:

Sport Administrator

Date

Director of Business Operations

Date

VP & Director of Athletics

Date

Attach resume for consideration. If a paid position, you will also be requested to submit an I9 and W-4 Form.

Background checks and SPAF must be completed before employment begins. Sport Supervisor or Director of Business Ops will notify Head Coach of background status before applicant can begin work.

Emergency Contact Information:

Primary Contact Name: _____ Relationship: _____

Address: _____ Phone: _____

Secondary Contact Name: _____ Relationship: _____

Address: _____ Phone: _____

1. As a volunteer or seasonal coach at Colorado College, I agree to abide by all applicable policies and rules of the College and its affiliated organizations. I understand that the College may end my service at any time.
2. I agree to abide by the College's standards of conduct. Abusive language, bullying, threats, violence, discrimination, sexual and other forms of harassment will not be tolerated.
3. I understand that I may see and have access to confidential or sensitive information and documents and agree to keep such confidential.
4. I understand that this appointment does not give me priority for College full-time employment and I have no expectation of future employment.
5. I understand that I am not eligible for any College benefits, including but not limited to, vacation, sick leave, tuition benefits, workers compensation and/or health insurance. If I am a volunteer I understand that I will not receive any financial compensation.
6. I agree to return any College property immediately upon request or at the end of my appointment.
7. I understand that I am not authorized to act on behalf of the College in business matters, including signing contracts or other agreements, hiring or supervising employees, or attempting to bind the College to any agreement.
8. While participating in these activities, your photograph may be taken and used in Colorado College publications.
9. If I am the guardian of a minor (under age 18) who volunteers for Colorado College, I understand that in signing this document I consent to the terms of this agreement on behalf of my dependent(s). I understand that this applies to my dependent(s) as well as myself.
10. If I am appointed at Colorado College Athletics, I agree to follow all NCAA and applicable conference rules including the NCAA's rules of ethical conduct. The Senior Associate Director of Athletics will provide this information. I also understand that I am not permitted to gamble on intercollegiate or professional sports.

Signature

Date

Background checks must be completed before employment begins. Sport Supervisor or Executive Assistant will notify Head Coach of background status before applicant can begin work.