Congratulations on your new position at Portage Public Schools. This position is hired through a third party, EduStaff.

Please complete the following steps:

* Click the link below to complete the EduStaff application for you position

[CHS Coach](https://account.edustaff.org/jobs/r0X6ads4RWipsGuSHxeMBQ/)

* When you have completed the online application, please print it and sign where applicable
* Contact Amy Blankshain at 269-323-5183 to set up an appointment to go over paperwork or you can also set up an appointment using this link:
	+ - * + [Make appointment here](https://calendly.com/ablankshain)

o Bring your printed and signed application

o Bring proper forms of ID such as Driver’s License and Social Security card or a valid Passport

* Bring your Concussion Training Certificate. You can find the training here:

[MHSAA Concussion Training Course](https://nfhslearn.com/courses/concussion-in-sports-2)

o Your ID Badge picture will be taken at this appointment

o The Administration Building is located at 8107 Mustang Drive, Portage, MI 49002 (by Portage Central High School)

* If you do not have current fingerprints on file in another school district you will need to have your fingerprints taken**. Please call to make an appointment now!**

o **Fingerprinting locations:**

* **KRESA (269) 250-9200**
* **WMU Public Safety (269) 387-5576**

o Please take the Livescan Fingerprint Request form with you and return it to me when your fingerprinting is completed. Your Livescan form will be available as part of your printed application. Please sign both of them, but keep one with the packet.

o MICHIGAN WAIVER AGREEMENT AND STATEMENT FOR SCHOOLS

* Please make sure to date this page on or before the date you got your fingerprints done.
* You are responsible for fingerprint payment.

If you have any questions, please contact Amy or call EduStaff. Congratulations on your new job and welcome to Portage Public Schools!