



Non-Faculty Position Request

Return this form to Cristina Sweatman via courier to Davidson County Schools Central Office
or email this form to [cristinasweatman@davidson.k12.nc.us](mailto:cristinasweatman@ davidson.k12.nc.us)

Desired Start Date: _____

Please note, the full vetting process may take up to or exceed 8 weeks.

Applicant Information

Name:

Address:

Phone Number:

Email:

Position Information

Position Name:

Sport/Department:

School Name:

Requestor's Name:

Please select all that apply:

- Volunteer
- Non-Faculty Paid (*please include paid assignment form to Jennifer Rotan jenniferrotan@davidson.k12.nc.us*)
- Non-Faculty Applicant is a current Davidson County Schools Employee (*Please note, for staff that have separated from DCS or for Employees or Subs who have not been active for 12 months or more, the full vetting process would apply (ie. fingerprinting, background check, 1-9, Health Care Form etc.)*)
- Will be driving an activity bus. *Please reach out to Dawn Crotts in Transportation dcrotts1@davidson.k12.nc.us. [DCS Transportation - New Employee](#)*
- For Transfer Requests that are already cleared and active, please complete and return the Athletic Assignment Form to Jennifer Rotan jenniferrotan@davidson.k12.nc.us.

Signature of Authorizing Principal

Date

Upon approval, a notification of authorization email will be sent to
the Requestor, School Principal, and Jennifer Rotan.