

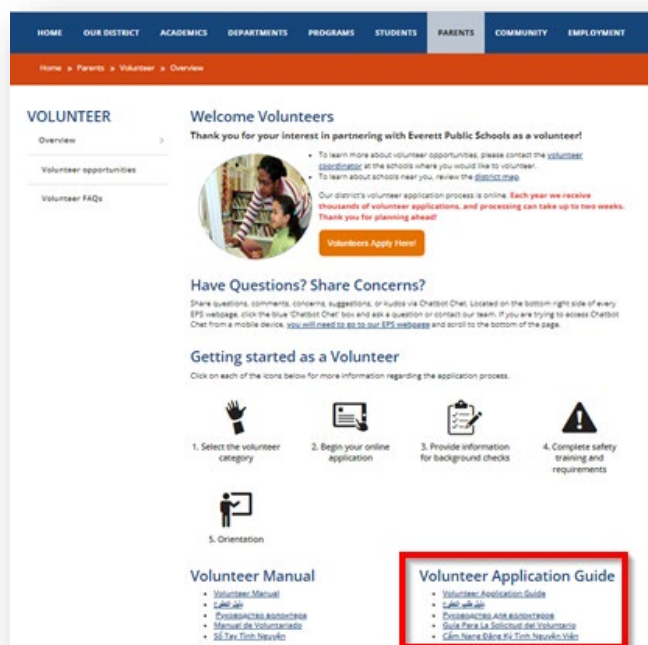
Volunteer Application Process

Thank you for your interest in partnering with Everett Public Schools as a volunteer! Each person who helps a child learn is someone who makes a difference in that child's life. Schools are safe, nurturing places for students to grow and learn, and the work you do makes that environment even more rich and meaningful.

Please keep the following in mind when applying to volunteer:

- Everett Public Schools Employees/Subs do not need to complete a volunteer application. Show your district badge to the office manager of the school you're volunteering with.
- *Volunteers must be over the age of 18* unless they are current Everett Public Schools students.
- Everett Public Schools current students do not need to complete a volunteer application. Arrangements must be made with the teacher or director of the program the applicant is volunteering with. Volunteers between 18 – 21 years old will not be permitted to volunteer at their alma mater high school.

For those who do are unable to complete the application online, please contact the Volunteer Coordinator at 425-385-4100 or volunteer@everettsd.org to discuss alternatives.

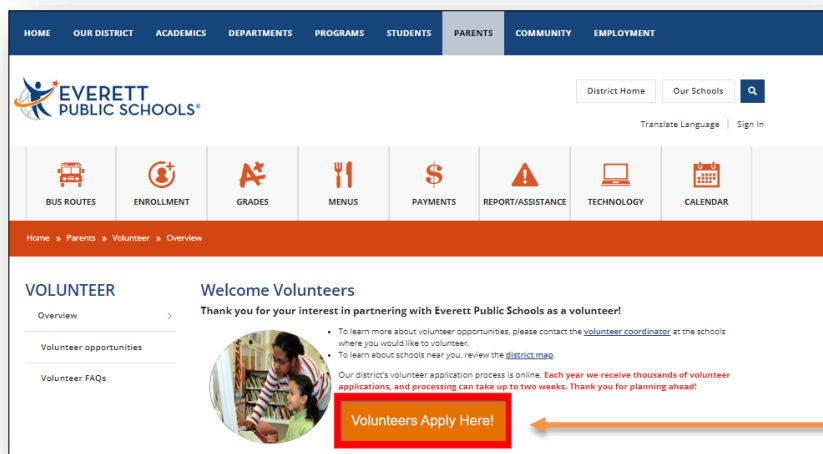


If you would like a copy of these instructions in Arabic, Russian, Spanish, or Vietnamese please visit [The Everett Public Schools Volunteer Website](#) and scroll to the bottom



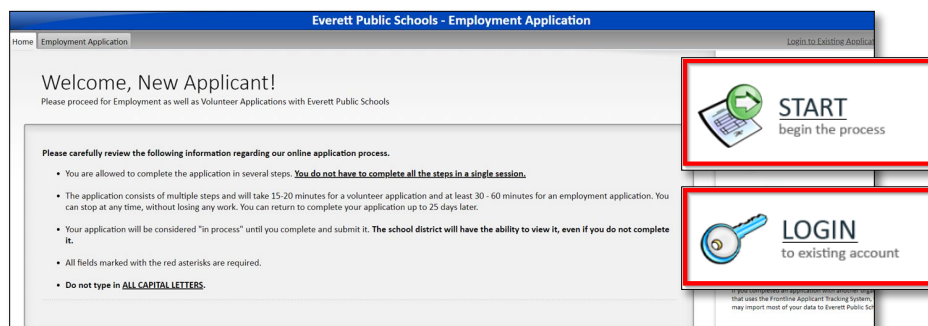
Step 1. Go to Volunteer Webpage

<https://www.everettsd.org/volunteer>



Select "Volunteers Apply Here"

Step 2. Begin your online application



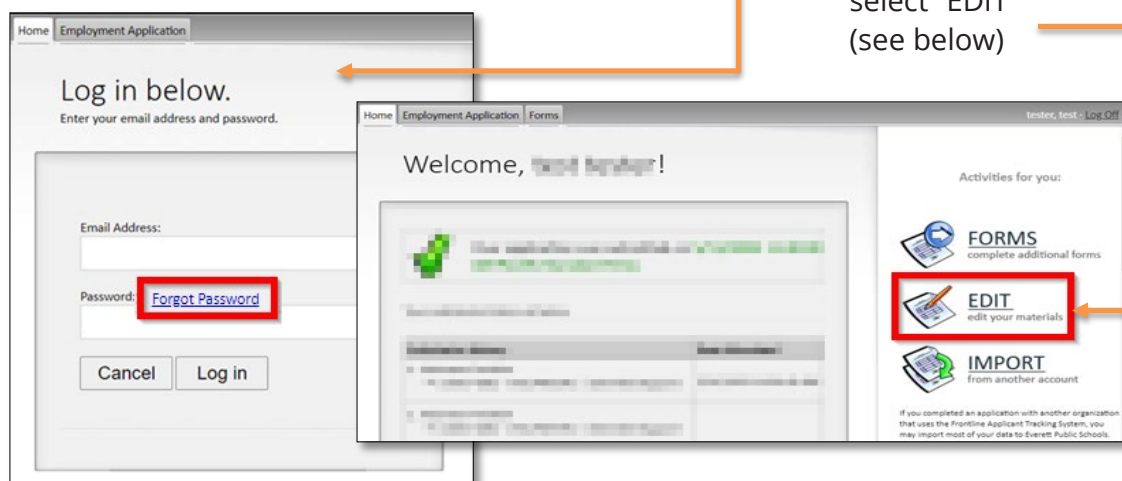
Brand New to
Volunteering?
Select "START"

Renewing Volunteer
Application?
Select "LOGIN"

Once logged in
select "EDIT"
(see below)

Forgot password?

Select "Forgot
Password" and an
e-mail will be sent
to your e-mail to
reset your
password





Personal Information

Complete with the requested information

The screenshot shows the 'Personal Info' section of the application. It includes fields for Name (Title, First, Middle Initial, Last, Suffix), Other name, Email Address, Confirm Email, Social Security Number, Confirm SSN, Password, Confirm Password, Secret Question, and Secret Answer. A navigation pane on the left shows '1. Personal Info' as the current step. The bottom of the form has 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.

Current Employment Status

Select "No, I am not currently an employee of Everett Public Schools"

Note: Everett Public Schools employees (including substitutes) do not need to apply to be a volunteer.

The screenshot shows the 'Current Employment Status' section. It asks 'Are you currently an employee of Everett Public Schools?' with two radio button options: 'No, I am not currently an employee of Everett Public Schools' (selected) and 'Yes, I am currently an employee of Everett Public Schools'. Below this, it states: 'This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Everett Public Schools.' The bottom of the form has 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.

Postal Address

Complete with the requested information

The screenshot shows the 'Postal Address' section. It includes fields for Permanent Address (Number & Street, Apt. Number, City, State/Province, Zip/Postal Code, Country, Daytime Phone, Home/Cell Phone) and Present Address (Number & Street, Apt. Number, City, State/Province, Zip/Postal Code, Country, Phone Number, Until what date?). The bottom of the form has 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page' buttons.



Vacancy Desired

Select the volunteer category for which you wish to apply

Home

Employment Application

tester, test · [Log Off](#)

Navigation:

1. Personal Info

2. Current Employment Status

3. Postal Address

4. Vacancy Desired

5. Confirmation

Please check the vacancies for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

1. Volunteer Position

☐ Volunteer

☐ [JobID 6022](#): VOLUNTEER 1 | School Day (23-25)
Location: All Locations
 ☐ [JobID 6023](#): VOLUNTEER 2 | Extended Support (23-25)
Location: All Locations
 ☐ [JobID 6025](#): VOLUNTEER 2 | LIGHTHOUSE Extended Support (23-25)
Location: All Locations
 ☐ [JobID 6024](#): VOLUNTEER 3 | MS/HS VOLUNTEER ATHLETIC COACH (23-25)
Location: All Locations

Applicant Tracking

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Save as Draft

Finish and Submit

Prev Page

Next Page

Volunteer 1: School Day	Volunteer 2: Extended Support	Volunteer 2: Lighthouse	Volunteer 3: Volunteer Athletic Coach
<p>Volunteer activities may include reading or math tutor, classroom helper, day field trip chaperone, library helper, or Watch D.O.G.S.</p> <p>Volunteers will work near district employees.</p>	<p>Volunteer activities may include an overnight chaperone, volunteer club advisor, and program booster.</p> <p>Volunteers may not be in direct proximity of a district employee and may provide substantial assistance.</p> <p>Extended Support Volunteers may serve as School Day Volunteer.</p>	<p>This volunteer position is for families of approved Lighthouse students ONLY.</p> <p>Volunteers may lead small group activities. They may also serve as an overnight chaperone, volunteer club advisor, and program booster.</p> <p>Volunteers may not be in direct proximity of a district employee and may provide substantial assistance.</p>	<p>Volunteers support middle and high school athletic teams.</p> <p>Volunteer Athletic Coaches may serve as Extended Support and School Day Volunteers.</p>



Volunteer Interest Personal Info

Complete with the requested information

Everett Public Schools - Employment Application

Home | Employment Application | Forms | tester, test - Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
- 5. Volunteer Interest Personal Info**
6. Extended Volunteer Disclosure Stmt
7. School Day Volunteer Disclosure Stmt
8. Volunteer Manual Review
9. Volunteer Safety Requirements
10. Confirmation

Fields preceded by a red asterisk (*) are required.

Please answer the questions below.

* Select a relationship (if applicable): Parent/Guardian

* Birthdate (MM/DD/YYYY) *Failure to provide a valid DOB in the format above may impede the approval of your application: 10/03/1925

* Gender: Female

* Please list ALL previous last names (maiden, previous married names, etc.): test

Preferred name:

Emergency Contact Information

Contact name:

Contact phone number: (555) 555-5555

Relationship to volunteer: self

Please indicate your preferred locations(s) below
Maximum of 4

* Preferred Choice 1: Cascade High School

Preferred Choice 2:

Preferred Choice 3:

Preferred Choice 4:

Applicant Tracking
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Save as Draft | Finish and Submit | Prev Page | Next Page

Please add applicant's date of birth using MM/DD/YYYY format
Ex: 10/03/1974

Please select your preferred school. Once approved, individuals can volunteer at any school or grade level in Everett School District.



Volunteer Disclosure Statement(s)

Provide information for background checks

School employees each undergo a background check before being authorized to work in our schools. Similarly, each volunteer candidate must undergo a background check. The type of volunteer activity determines the type of background check required.

While all volunteers must be screened through the background check processes, a criminal history does not automatically disqualify one from volunteering. If there is a concern, an applicant will have the opportunity to talk with a Human Resource representative. (In such cases the applicant may be asked to provide personal references for additional follow-up.)

Levels of Background Checks:

School Day Volunteers: Washington State Patrol Criminal History (WATCH)

Extended Support/ Lighthouse Volunteers: WATCH and National Sex Offender registry.

Volunteer Athletic Coach: WATCH and fingerprinting through the Office of the Superintendent of Public Instruction (OSPI)

The screenshot shows a web-based application form titled "Everett Public Schools - Employment Application". The left sidebar contains a navigation menu with items: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Volunteer Interest Personal Info, 6. Extended Volunteer Disclosure Statement (highlighted), 7. School Day Volunteer Disclosure Statement, 8. Volunteer Manual Review, 9. Volunteer Safety Requirements, and 10. Confirmation. The main content area is titled "Please answer the questions below." and contains a "Signed: test" field. Below this is a section titled "VOLUNTEER APPLICANT DISCLOSURE STATEMENT PURSUANT TO CHAPTER 43.43 RCW". It includes instructions to answer YES or NO to three questions, with a "Please explain" field for each if the answer is YES. The questions are: 1. Have you ever been convicted of any crime? 2. Have you ever had findings made against you in any civil adjudicative proceeding? 3. Have you ever been the subject of a complaint made to the Office of the Superintendent of Public Instruction? At the bottom, there is a "Signed: test" field and a "Sign if you agree with the statements in the two paragraphs above:" checkbox. The footer of the form includes "Applicant Tracking", "Save as Draft", "Finish and Submit", and "Prev Page" / "Next Page" buttons.

Please note: Extended Support/Lighthouse Volunteers or Volunteer Athletic Coaches require two disclosures statements. This authorizes Everett Public Schools to run background checks through Washington State Patrol criminal history and National Sex Offender registry through an outside agency



Volunteer Manual Review

Complete safety training and requirements

A volunteer's training is determined by the type of volunteer activity. As outlined in the application process, *all volunteer applicants* are required to review the district's [volunteer manual](#). Translated versions of the manuals are available in [Arabic](#), [Russian](#), [Spanish](#) and [Vietnamese](#).

The screenshot shows the 'Everett Public Schools - Employment Application' form, specifically the 'Forms' tab. The left sidebar lists navigation steps: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Volunteer Interest Personal Info, 6. School Day Volunteer Disclosure Stmt, 7. Volunteer Manual Review (highlighted), 8. Volunteer Safety Requirements, and 9. Confirmation. The main content area includes a note: 'Fields preceded by a red asterisk (*) are required.' Below this, it says 'Please read the statements below and digitally sign'. A paragraph states: 'Pursuant with district procedure [S430P](#), School and Program Volunteers, adult volunteers are required to sign and acknowledge they have received and reviewed the district's [volunteer manual](#).' It then lists translated versions of the Volunteer Manual: Spanish, Vietnamese, Russian, Arabic. A note says: 'You also will find the district volunteer manual on the district [volunteer website](#).' A bold instruction says: 'Please review the manual and sign your name below.' A statement reads: 'I have received, reviewed and understand the district Volunteer Manual, including the confidentiality guidelines for safe interactions with students.' Below this is a digital signature box with the text 'Signed: test'. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

Volunteer Safety Requirements

Upload Photo ID

Please be sure the ID contains a current photo and the full name of the applicant

The screenshot shows the 'Everett Public Schools - Employment Application' form, specifically the 'Forms' tab. The left sidebar lists navigation steps: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Volunteer Interest Personal Info, 6. School Day Volunteer Disclosure Stmt, 7. Volunteer Manual Review, 8. Volunteer Safety Requirements (highlighted), and 9. Confirmation. The main content area includes a note: 'Fields preceded by a red asterisk (*) are required.' Below this, it says 'Please answer the questions below.' A bold instruction says: 'Upload a scanned copy of a photo identification'. A paragraph states: 'Washington Schools Risk Management Pool recommends school district volunteers provide school districts with a scanned copy of photo identification. Everett Public Schools has elected to request that all volunteer applicants who will provide substantial volunteer assistance provide copy of a photo identification. Copy of photo aligned to name will be helpful in the case of emergency. An appropriate photo identification must include your current name and a current photograph.' A list of instructions follows: 'Please upload a copy of your photo identification to the secure Frontline website. (Use the steps below as needed.)', 'Scan or photograph a copy of your documentation', 'Save a copy of your scanned or photographed documents to your computer.', and 'Click the Add a File button below'. Below this is a box for 'Copy of Photo ID' with the text 'Added 10/23/2018 1:07:00 PM' and links for 'view' and 'delete'. A bold instruction says: 'Online safety training: Volunteers who have potential of not being in direct proximity of a district employee must successfully complete an online safety training. **Sexual Misconduct: Staff to Students** prior to being an approved volunteer. Everett Public Schools has elected to use the SafeSchools online safety training program to train both staff and volunteers. Upon submitting your application, you will receive instructions for creating your SafeSchools account, and information about the required training.' At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit' (highlighted with a red box), 'Prev Page', and 'Next Page'.

Once photo ID is uploaded, please select "Finish and Submit"



Confirmation

Review and update any “Attention Need” items

Everett Public Schools - Employment Application

Home Employment Application Forms tester, test · Log Off

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
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5. Volunteer Interest Personal Info
6. Extended Volunteer Disclosure Stmt
7. School Day Volunteer Disclosure Stmt
8. Volunteer Manual Review
9. Volunteer Safety Requirements
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Save as Draft Finish and Submit Prev Page Next Page

Your application cannot be updated.

There are omissions that prevent submission of your application. You must correct the following before you can submit your application.

Tip: After you correct a page use the "finish" button at the bottom of the window to return here.

Type	Message
Attention Needed:	<ul style="list-style-type: none">▪ Contact name required▪ Click to view Submission Status/Personal Information

Submit application

Everett Public Schools - Employment Application

Home Employment Application Forms tester, test · Log Off

Navigation:

1. Personal Info
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Applicant Tracking
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Save as Draft Finish and Submit Prev Page Next Page

Your application is ready to be updated.

Please read the following before submitting your application.

- You should [print preview](#) your application. You may need to [download](#) Adobe Acrobat if the print doesn't work. This is what district administrators will see.
- If you do not wish to submit your application yet, click [save as draft](#).
- If you want to mark your application as 'completed' and submit it to Everett Public Schools for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).
- Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.

Submit application

Select "Submit application"



What is next?

Background Checks, Vector Training, & Fingerprints

Background Checks

At Everett Public Schools, both employees and volunteer applicants must undergo background checks.

School Day Volunteers are required to have their background check conducted through Washington State Patrol Criminal History (WATCH). Once complete an approval email is sent to applicant.

School Day Volunteers are approved.

Lighthouse Volunteers and Extended Support Volunteers are required to have background checks conducted through WATCH and the National Sex Offender registry. Please see required **Vector Training below.**

PLEASE NOTE: Applicants will receive clearance from the background check company "BIB" before their does not guarantee approval as a volunteer. Final approval will be conveyed via an approval email.

Volunteer Athletic Coaches submit fingerprints for background check (See below)

While all volunteers must go through the background check process, having a criminal history does not automatically disqualify someone from volunteering. If there are any concerns, the applicant will have the opportunity to discuss the matter with a Human Resource representative. In some cases, they may be asked to provide personal references for further follow-up.



Complete Safety Training

HR Volunteer Coordinator will email Lighthouse Volunteers, Extended Support Volunteers and Volunteer Athletic Coaches:

"EPS Volunteers (Lighthouse/Extended Support Volunteers, and Volunteer Athletic Coaches) are required to complete the mandatory safety training listed below.

Website: <https://everettvolunteers-wa.safeschools.com>

Username: [Your Volunteer Application Email]

Once you log in, you will find a list of courses assigned to you, along with their respective due dates. Here's how to navigate the training:

1. Click on the course title to begin.
2. Follow the prompts to complete each section.
3. To obtain a certificate of completion, make sure to finish all sections and pass the quiz.

You don't have to complete the Vector courses in one sitting. The system will remember your progress, allowing you to pick up where you left off if you need to take a break. To resume the training, simply log back in at <https://everettvolunteers-wa.safeschools.com/login>.

Please complete the training within one month. Failure to do so may result in the deactivation of your volunteer application.

Lighthouse/Extended Support Volunteer application is approved



Volunteer Athletic Coach Submits Fingerprints

HR Volunteer Coordinator emails volunteers:

Thank you for successfully completing your Vector safety training. As the last step in becoming a Volunteer Athletic Coach and in accordance with our safety protocols, we require all volunteer coaches to undergo a criminal background check. This process involves submitting your fingerprints to both the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI).

Please note that your volunteer status with the district is temporary and conditional until a satisfactory background check is completed. This means that there should be no convictions for crimes of violence, sex crimes, property crimes indicating an unreasonable risk, or crimes involving the sale of controlled substances (including alcohol) to minors.

To complete the fingerprinting process, you can visit any professional licensing/fingerprinting agency, such as the City of Everett Police Department located at:

The City of Everett Policy Department
3002 Wetmore Avenue
Everett, WA 98201

The following is required for fingerprinting:

- Photo identification
- \$15 fee to the fingerprinting agency for their services (The Everett Police Department will not accept cash; debit or credit only)

Please retain your receipt as proof of the print location. If your fingerprints are rejected and need to be redone, the receipt will exempt you from paying the fee again.

After completing the fingerprinting process, kindly return the fingerprint card to Everett Public Schools' Human Resources for further processing. If you provide a copy of your receipt, we can reimburse you up to \$15 for the fingerprinting fee.

For any questions or further assistance, please contact the Everett Public Schools district office at 425.385.4100.

If you no longer wish to volunteer as a MS/HS Volunteer Athletic Coach, please log in and edit your volunteer application by unchecking the box for JobID #6024 or #4283.

Volunteer Athletic Coach approved



<i>School Day</i>	<i>Extended Support/ Lighthouse</i>	<i>Athletic Coach</i>
<p>Volunteer activities take place during the school day. Includes Field Trips that take place between school hours.</p> <p>School Day Volunteers work near district employees.</p> <p>Approved Volunteers who are not listed in Frontline are considered School Day Volunteers and can volunteer at any school.</p> <p><i>School Day volunteers may not go on overnight trips or support after school activities.</i></p>	<p>Volunteer activities take place outside of the school day (overnight camp, after school and evening activities).</p> <p>Extended Support Volunteers may not be in direct proximity of a district employee and who provide substantial assistance.</p> <p>Lighthouse Volunteer activities may lead small groups and can also serve as well as overnight chaperone, volunteer club advisor, and program booster.</p> <p><i>Extended Support Volunteers may serve as School Day Volunteers.</i></p>	<p>Volunteers who support middle and high school athletic teams.</p> <p><i>Volunteer Athletic Coaches may serve as Extended Support and School Day Volunteers.</i></p>
Background Check: Washington State Patrol criminal history	Background Check: Washington State Patrol criminal history and National Sex Offender registry through an outside agency	Washington State Patrol criminal history, National Sex Offender registry through an outside agency and fingerprinting through the Office of the Superintendent of Public Instruction (OSPI)
Training: None	Training: Vector Sexual Misconduct Staff to Student.	Training: Vector - Sexual Misconduct Staff to Student. What Every Volunteer Coach Must Be Told
Approximately 48-72 hours to process	Approximately 1 week to process	Approximately 2 weeks to process