



# Volunteer Application Process

## Renewing Volunteer Application

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Thank you for

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. Thank you for renewing your application to support our schools through volunteering. We appreciate your continued commitment.

Volunteer approvals are good for two school years.

- Applications submitted in the 2021-22 school year expire on October 31, 2023
- Applications submitted in the 2022-23 school year expire on October 31, 2024
- Applications submitted in the 2023-24 school year expire on October 31, 2025

Please keep the following in mind when applying to volunteer:

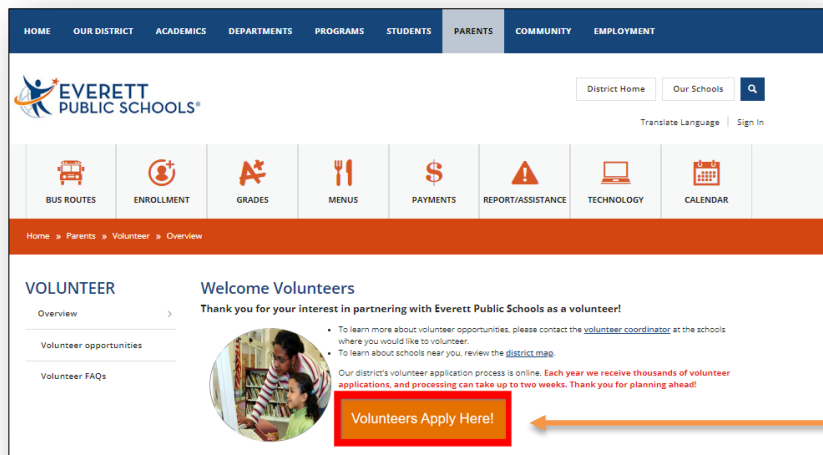
- Everett Public Schools Employees/Subs do not need to complete a volunteer application. Show your district badge to the office manager of the school you're volunteering with.
- *Volunteers must be over the age of 18* unless they are current Everett Public Schools students.
- Everett Public Schools current 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](mailto:volunteer@everettsd.org) to discuss alternatives.



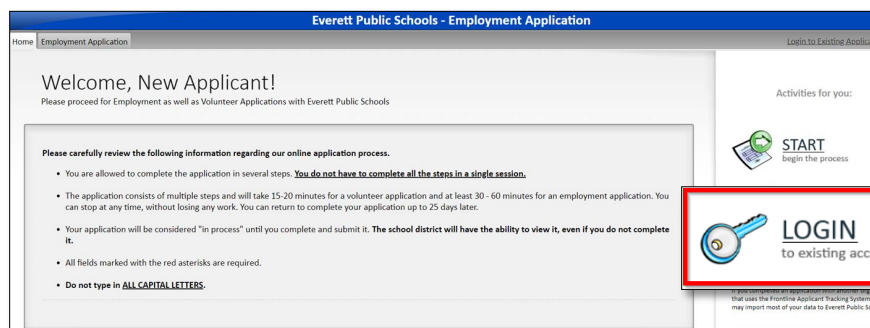
## Step 1. Go to Volunteer Webpage

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



Select "Volunteers Apply Here"

## Step 2. Begin your online application renewal

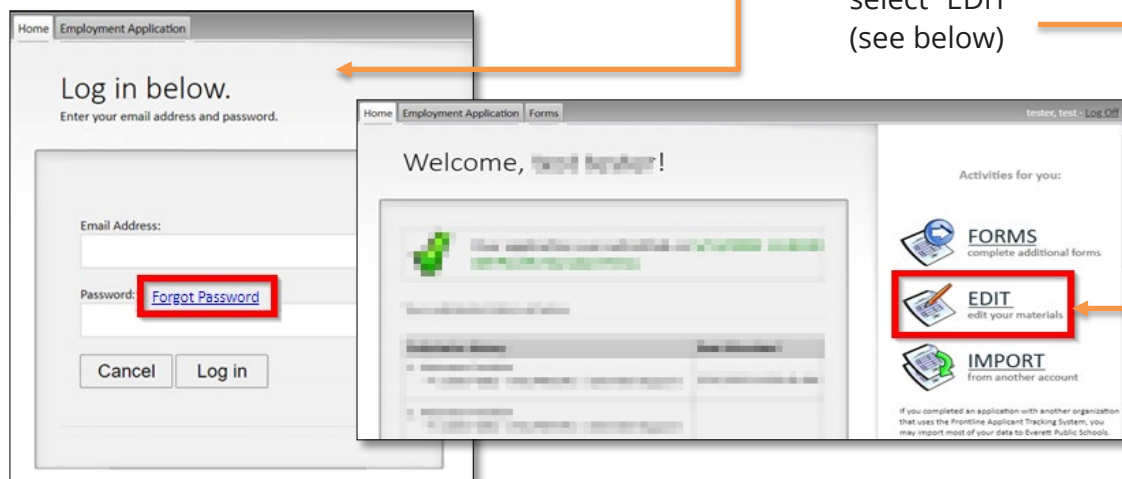


Select "LOGIN"

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

*Review information and make updates as needed*

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 bar at the bottom shows 'Applicant Tracking' and 'Forms' tabs, with 'Forms' being the active tab. The 'Personal Info' section is highlighted in the left sidebar.

## 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'. A note explains that this selection determines what application pages are presented and how the application is reviewed. The 'Forms' tab is active in the top bar, and 'Current Employment Status' is highlighted in the left sidebar.

## Postal Address

*Review information and make updates as needed*

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 'Forms' tab is active in the top bar, and 'Postal Address' is highlighted in the left sidebar.



# Vacancy Desired

*Select the volunteer category for which you wish to apply*

Everett Public Schools - Employment Application

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

Formerly AppliTrack Recruit & Fit

Save as Draft

Finish and Submit

Prev Page

Next Page

| Volunteer 1:<br>School Day  | Volunteer 2:<br>Extended Support   | Volunteer 2:<br>Lighthouse   | Volunteer 3:<br>Volunteer Athletic<br>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<br/>Volunteers may serve as School Day Volunteer.</p> | <p><b>This volunteer position is for families of approved Lighthouse students ONLY.</b></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> |

8/25/2023

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# Volunteer Interest Personal Info

*Review information and update as needed*

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  
Formerly ApplTrack Recruit & Fit

Save as Draft Finish and Submit

Prev Page Next Page

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

Please select the 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 detailed definitions for "convicted" and "civil adjudicative proceeding". 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? Each question has a "Yes" or "No" radio button and a text box for explanation. 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 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](#).

# Volunteer Safety Requirements

## Upload Photo ID

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

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
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5. Volunteer Interest Personal Info
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7. School Day Volunteer Disclosure Stmt
8. Volunteer Manual Review
9. Volunteer Safety Requirements
10. Confirmation

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"><li>▪ Contact name required</li><li>▪ <a href="#">Click to view Submission Status/Personal Information</a></li></ul> |

Applicant Tracking  
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Save as Draft Finish and Submit

Prev Page Next Page

*Submit application*

Everett Public Schools - Employment Application

Home Employment Application Forms tester, test · Log Off

Navigation:

1. Personal Info
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9. Confirmation

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**

Applicant Tracking  
Formerly AppliTrack Recruit & Fit

Save as Draft Finish and Submit

Prev Page Next Page

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*



|                           | <b><i>School Day</i></b>   | <b><i>Extended Support/<br/>Lighthouse</i></b>  | <b><i>Athletic Coach</i></b>   |
|---------------------------|--|---|--|
| <b><i>Description</i></b> | <p><b>Volunteer activities take place during the school day. Includes Field Trips that take place between school hours.</b></p> <p><b>School Day Volunteers work near district employees.</b></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>   |
| <b><i>Background</i></b>  | <p><b>Background Check: Washington State Patrol criminal history</b></p>   | <p>Background Check: Washington State Patrol criminal history and National Sex Offender registry through an outside agency</p>  | <p>Background Check: 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)</p> |
| <b><i>Training</i></b>    | <p><b>Training: None</b></p>   | <p>Training: Vector Sexual Misconduct Staff to Student.</p>   | <p>Training: Vector - Sexual Misconduct Staff to Student.</p> <p>What Every Volunteer Coach Must Be Told</p>   |
| <b><i>Time</i></b>        | <p><b>Approximately 48-72 hours to process</b></p>   | <p>Approximately 1 week to process</p>  | <p>Approximately 2 weeks to process</p>  |

