

Volunteer Application Process

EVERETT PUBLIC SCHOOLS



A Quick Note of Thanks

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. Approval arrangements must be made with the teacher or director of the program volunteering with. Volunteers between 18 – 21 years old will not be permitted to volunteer at their alma mater high school.

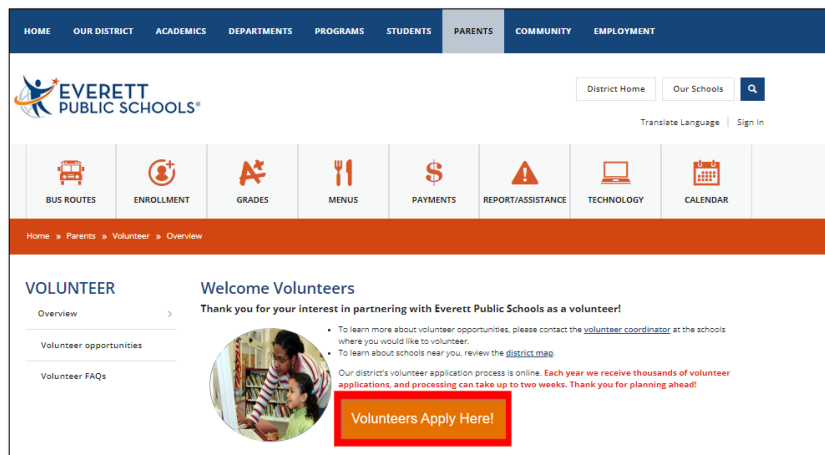
Please use a desktop computer. Chrome, Firefox, or Safari work best to submit a volunteer application. Mobile phones are not reliable with regards to submitting the application or accessing the links within the application.

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.

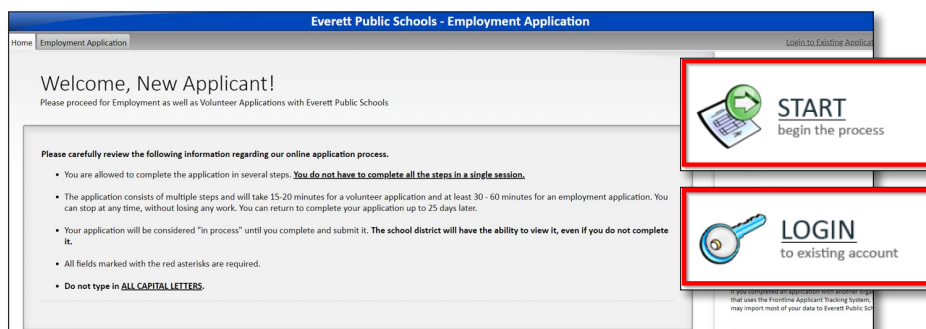


Step 1. Go to Volunteer Webpage

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



Step 2. Begin your online application

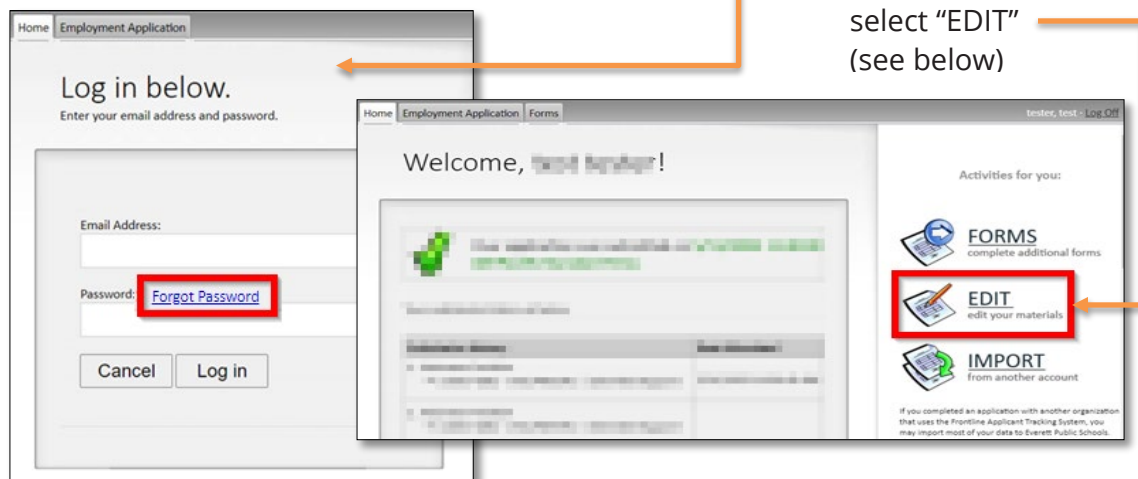


Brand New to
Volunteering?
Select "START"

Renewing Volunteer
Application?
Select "LOGIN"

Forgot
password?

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



Once logged in
select "EDIT"
(see below)

Personal Information

Complete with the requested information

The screenshot shows the 'Personal Info' section of the application. It includes a navigation bar with 'Home' and 'Employment Application' tabs. A 'Login to Existing Application' link is in the top right. The main content area has a heading 'Please enter all required information.' and a note that fields with a red asterisk (*) are required. The form 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 list of instructions for email and password is provided. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

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 includes a navigation bar with 'Home' and 'Employment Application' tabs. The main content area has a heading 'Please enter all required information.' and a question: 'Are you currently an employee of Everett Public Schools?'. Below the question are three bullet points: 'Substitutes must select "No" for employee choice.', 'Non continuing teacher employees must select "No" for employee choice.', and 'Volunteer applicants should select "No" for employee choice.' There are two radio buttons: '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 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.' At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

Postal Address

Complete with the requested information

The screenshot shows the 'Postal Address' section. It includes a navigation bar with 'Home' and 'Employment Application' tabs. The main content area has a heading 'Please list your mailing address.' and a note that fields with a red asterisk (*) are required. The form is divided into two columns: 'Permanent Address' and 'Present Address'. Each column has fields for Number & Street, Apt. Number, City, State/Province, Zip/Postal Code, Country, Daytime Phone, Home/Cell Phone, and Until what date?. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.



Vacancy Desired

Select the volunteer category for which you wish to apply

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. 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 4281](#): VOLUNTEER 1 | School Day
Location: All Locations
How many years of experience do you have in similar positions?

☐ [JobID 4282](#): VOLUNTEER 2 | Extended Support
Location: All Locations

☐ [JobID 4283](#): VOLUNTEER 3 | MS/HS Volunteer Athletic Coach
Location: All Locations

Applicant Tracking
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[Save as Draft](#) [Finish and Submit](#) [Prev Page](#) [Next Page](#)

<i>Volunteer 1: School Day</i>	<i>Volunteer 2: Extended Support</i>	<i>Volunteer 3: Volunteer Athletic Coach</i>
<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 who work near district employees.</p>	<p>Volunteer activities may include an overnight chaperone, volunteer club advisor, and program booster as well as Lighthouse parents.</p> <p>Volunteers who may not be in direct proximity of a district employee and who provide substantial assistance.</p> <p>Extended Support Volunteers may serve as School Day Volunteer.</p>	<p>Volunteers who 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

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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

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Save as Draft Finish and Submit

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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.

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 you may ask to provide personal references for additional follow-up.)

School Day Volunteers: Washington State Patrol criminal history

Extended Support

Volunteers: Washington State Patrol criminal history and National Sex Offender registry through an outside agency

Volunteer Athletic

Coach: 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)

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Please answer the questions below.

I understand that a State Criminal History Background Clearance is required and that my service as a volunteer and/or community partner depends on approval. I release the Everett Public Schools from any liability as a result of receiving any information. I have received, reviewed and understand the district Volunteer Handbook, including the confidentiality and guidelines for safe interactions with students. (or accessed online at www.everettsd.org under the Community tab). Sign if you agree with the statement above.

Signed: test

VOLUNTEER APPLICANT DISCLOSURE STATEMENT PURSUANT TO CHAPTER 43.43 RCW

Please answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided; indicate the charge or finding, the date, and the court(s) involved. If you do not understand the following questions or if you are uncertain as to your answer to those questions, do not complete this form until such time as you are certain as to your response.

1. Have you ever been convicted of any crime? The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Yes No

If yes, please explain:

2. Have you ever had findings made against you in any civil adjudicative proceeding? "Civil adjudicative proceeding" means any judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, sexual abuse, neglect, or exploitation or financial exploitation of a child or vulnerable adult under Chapters 13.34, 26.44, or 74.34 RCW or rules adopted under Chapters 18.51 and 74.42 RCW. "Civil adjudicative proceeding" also includes judicial or administrative orders that become final due to the failure of the alleged perpetrator to timely exercise a right afforded to him/her to administratively challenge findings made by the Department of Social and Health Services or the Department of Health under Chapters 13.34, 26.44, or 74.34 RCW or rules adopted under Chapters 18.51 and 74.42 RCW. Yes No

If yes, please explain:

3. Have you ever been the subject of a complaint made to the Office of the Superintendent of Public Instruction regarding whether you have committed an act of unprofessional conduct, as defined in WAC 181-187, or whether you are a person of good moral character and personal fitness as defined in WAC 181-79A-155? Yes No

If yes, please explain:

I agree that if I have provided false, misleading or incomplete information, the district may, in its sole discretion, disqualify me from volunteering or terminate my opportunity to volunteer with the district. I further agree that if at any time in the future I am convicted of any crime, have findings made against me in a civil adjudicative proceeding, or become the subject of a complaint made to the Office of the Superintendent of Public Instruction, I will immediately notify the Everett Public Schools Human Resources Volunteer Coordinator.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct, and complete. It is understood that this statement and record become the property of the Everett School District. A criminal history check on volunteer applicants may be requested through the Washington State Patrol or federal law enforcement agencies. If such a check is performed, you will be notified of the results and may request a copy of the response.

Print Name, City and State

Sign if you agree with the statements in the two paragraphs above:

Signed: test

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

Please note: Extended Support 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



Confirmation

Review and update any “Attention Need” items

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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 your school ▪ Go to the Volunteer Interest Personal Disclosure

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Save as Draft Finish and Submit Prev Page Next Page

Submit application

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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

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What is next?

HR Volunteer Coordinator runs background check:

Everett Public School employees undergo a background check before being authorized to work in our schools. Similarly, each volunteer candidate must undergo a background check. **Extended Support Volunteers require a background check for** Washington State Patrol (WATCH) criminal history and National Sex Offender registry through an outside agency.

PLEASE NOTE: Applicants will receive an email from the background check company “BIB” telling them they have been cleared. This does not mean that they are approved to be volunteers.

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 they may ask to provide personal references for additional follow-up.)



<i>School Day</i>	<i>Extended Support</i>	<i>Athletic Coach</i>
<p>Volunteer activities take place during the school day. Includes Field Trips that take place between school hours. 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. <i>They cannot go on overnight trips.</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><i>Extended Support Volunteers may serve as School Day Volunteers.</i></p>	<p>Volunteers who support middle and high school athletic teams.</p> <p>Volunteer Athletic Coaches may serve as Extended Support and School Day Volunteers.</p>
<p>Background Check: Washington State Patrol criminal history</p>	<p>Background Check: Washington State Patrol criminal history and National Sex Offender registry through an outside agency</p>	<p>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>
<p>Training: None</p>	<p>Training: Vector Sexual Misconduct Staff to Student.</p>	
<p>Approximately 48-72 hours to process</p>	<p>Approximately 1 week to process</p>	



Safety Training

Extended Volunteer completes mandatory Vector Course "Sexual Misconduct: Staff-to-Student"

Volunteer Athletic Coaches completes Vector Course "What Every Volunteer Coach Needs to Know" and "Sexual Misconduct: Staff-to-Student"

HR Volunteer Coordinator emails volunteers:

The final step to becoming an EPS Extended Support Volunteer is to complete required training through SafeSchools/Vector. An account has been created for you.

Using your web browser, go to the Vector Training, K-12 Edition website for Everett Public Schools Volunteers: <https://everettvolunteers-wa.safeschools.com/>

****Your Username is the email used for your volunteer application****

Once logged onto the site, you will see a list of courses assigned to you, and the date on which they are due:

To begin a course, click on the title then follow the prompts

To earn a certificate of completion, you must complete all sections of a course and pass the quiz

You do not have to take SafeSchools courses in one sitting. If you are called away, the system will remember where you left off and allow you to pick up again at that point. You can always log back in at: <https://everettvolunteers-wa.safeschools.com/login>

Your participation will help to make Everett Public Schools a safer place to work and learn. If you have any questions, please contact volunteer@everettsd.org. I'd love to help you!

Volunteer application is approved by HR Volunteer Coordinator at the District Office