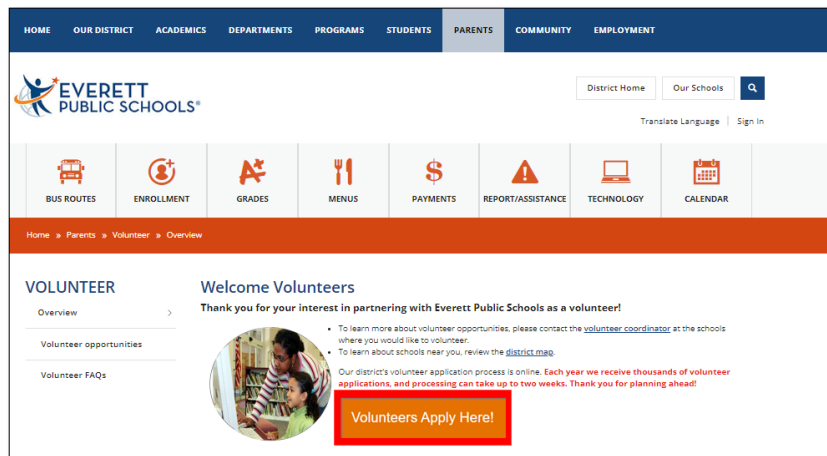
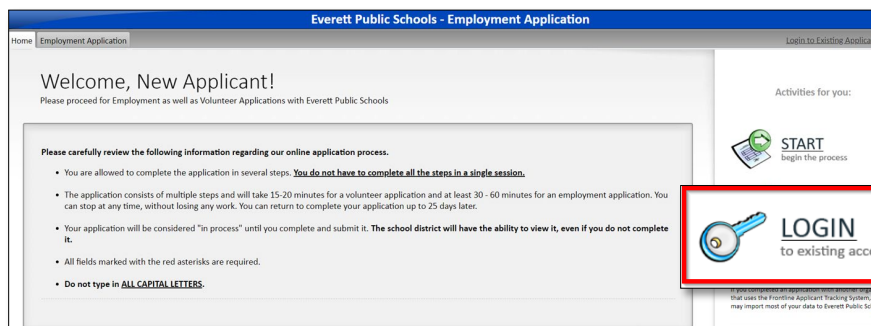


### Step 1. Go to Volunteer Webpage

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



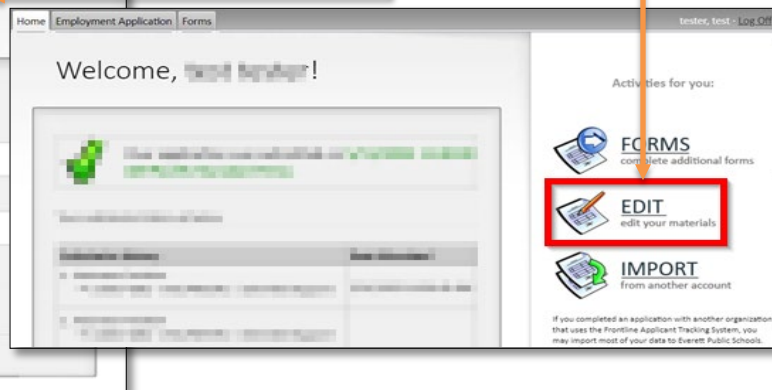
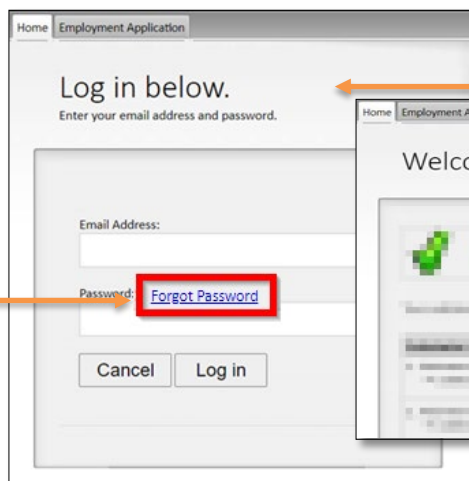
### Step 2. Begin your online application



Updating 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)



## Step 3. Navigate to “Volunteer Safety Requirements”

*Upload Photo ID*

Everett Public Schools - Employment Application

Home Employment Application Volunteer2, Volunteer - 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.

**Upload a scanned copy of a photo identification**

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.

- \* Please upload a copy of your photo identification to the secure Frontline website. (Use the steps below as needed.)
  - o Scan or photograph a copy of your documentation
  - o Save a copy of your scanned or photographed documents to your computer.
  - o Click the Add a File button below

Copy of Photo ID  
Added 10/23/2018 1:11:00 PM [view](#) [delete](#)

**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.

Applicant Tracking  
Formerly AppliTrack Recruit & Fit

Save as Draft Finish and Submit

### **Important:**

Please be sure your ID contains your full name, your date of birth and a current photo

Everett Public Schools - Employment Application

Home Employment Application Volunteer2, Volunteer - Log Off

Navigation:

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

Select “Finish and Submit”



## Step 4. Navigate to 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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Save as Draft Finish and Submit

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**Applicant Tracking**  
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Save as Draft Finish and Submit

Prev Page Next Page

**Submit application**

*Select “Submit application”*