

Volunteer Application Process

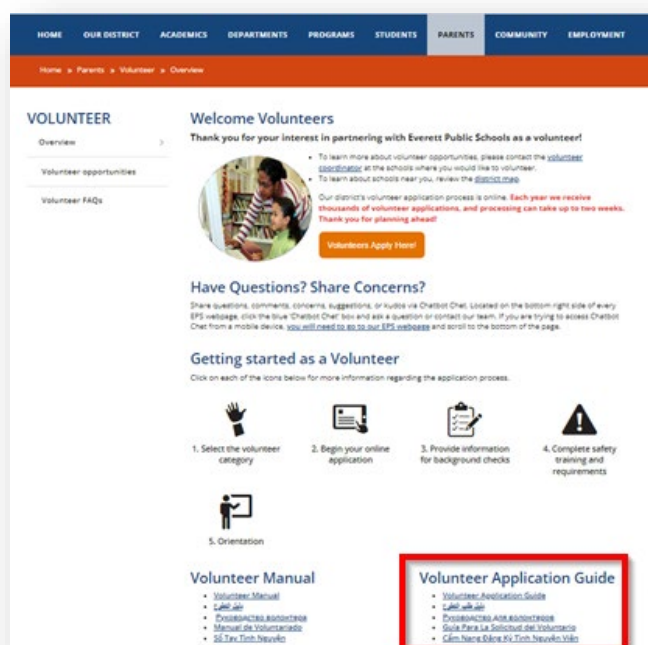
Thank you for your interest in partnering with Everett Public Schools as a volunteer! Each person who helps a child learn is someone who makes a difference in that child's life. Schools are safe, nurturing places for students to grow and learn, and the work you do makes that environment even more rich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

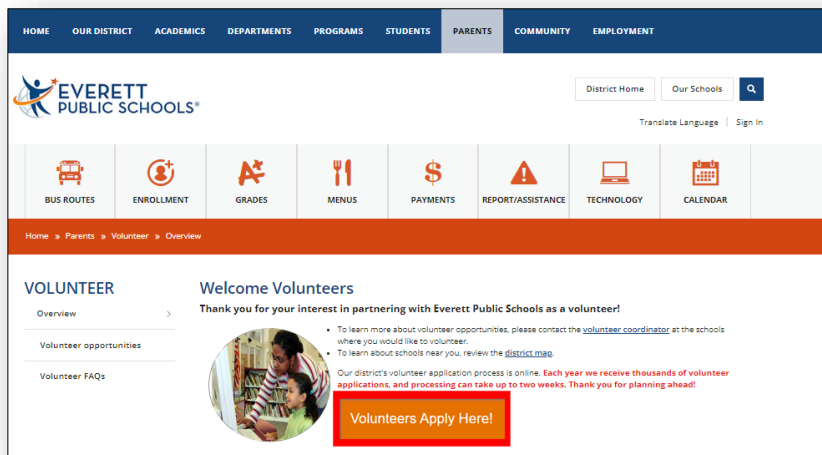


If you would like a copy of these instructions in Hindi, Farsi, Russian, Spanish, or Vietnamese please visit [The Everett Public Schools Volunteer Website](#) and scroll to the bottom

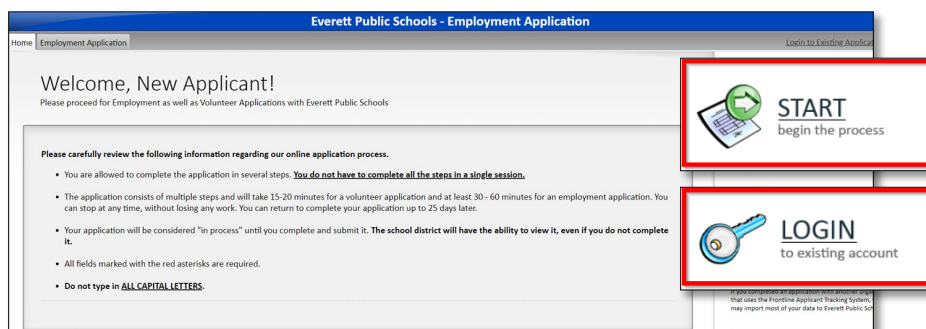


Step 1. Go to Volunteer Webpage

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



Step 2. Begin your online application

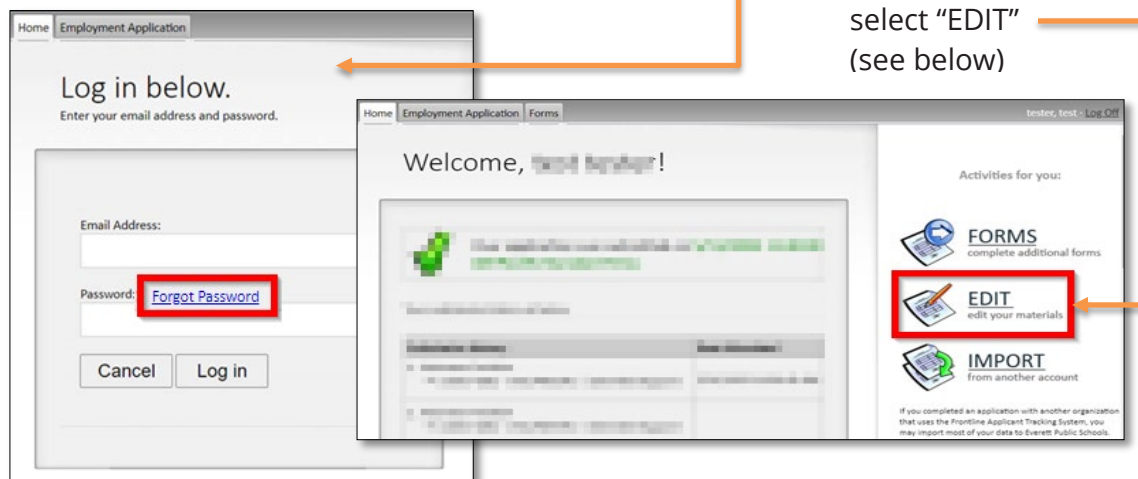


Brand New to Volunteering?
Select "START"

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

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.

Postal Address

Complete with the requested information



Vacancy Desired

Select the volunteer category for which you wish to apply

[Home](#)
[Employment Application](#)

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

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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 who 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>Volunteer activities may lead small groups and 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 who provide substantial assistance.</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 Application Guide.docx

6/21/23

Page 4



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

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Save as Draft Finish and Submit

Prev Page Next Page



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 (WATCH)

Extended Support/ Lighthouse Volunteers: Washington State Patrol criminal history and National Sex Offender registry.

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)

Everett Public Schools - Employment Application

Home | Employment Application | Forms | Log Out

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

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.everett.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, abuse, 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

Signed: test

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

Applicant Tracking | Home | Application Status & Info | Save as Draft | Finish and Submit | Prev Page | Next Page

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](#).

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. School Day Volunteer Disclosure Stmt
- 7. Volunteer Manual Review**
8. Volunteer Safety Requirements
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Fields preceded by a red asterisk (*) are required.

Please read the statements below and digitally sign

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](#).

Translated versions of the Volunteer Manual:
[Spanish](#)
[Vietnamese](#)
[Russian](#)
[Arabic](#)

You also will find the district volunteer manual on the district [volunteer website](#).

Please review the manual and sign your name below.

I have received, reviewed and understand the district Volunteer Manual, including the confidentiality guidelines for safe interactions with students.

Signed: **test**

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Save as Draft | Finish and Submit

Prev Page | Next Page

Volunteer Safety Requirements

Upload Photo ID

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

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. School Day Volunteer Disclosure Stmt
7. Volunteer Manual Review
- 8. Volunteer Safety Requirements**
9. 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.)
 - Scan or photograph a copy of your documentation
 - Save a copy of your scanned or photographed documents to your computer.
 - Click the Add a File button below

Copy of Photo ID
Added 10/23/2018 1:07:00 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.

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Save as Draft | Finish and Submit

Prev Page | Next Page



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
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

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 ▪ Click on the Volunteer Interest Personal Information

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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
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Volunteer Interest Personal Info
6. Extended Volunteer Disclosure Stmt
7. Volunteer Manual Review
8. Volunteer Safety Requirements
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



What is next?

Background Checks, Vector Training, and 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 cleared by WATCH, *School Day Volunteers are approved.*

Lighthouse Volunteers and Extended Support Volunteers are required to have their background check conducted through WATCH and the National Sex Offender registry.

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

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.

Your participation will contribute to making Everett Public Schools a safer place to work and learn. If you have any questions, feel free to contact us at volunteer@everettsd.org. We are here to assist you.

Thank you for your commitment to our community and for becoming a Lighthouse/Extended Support Volunteer. We value your contributions and are confident that your involvement will have a positive impact in our schools.

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 Police 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.

Thank you for your cooperation and commitment to the safety of our students.

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. School Day Volunteers work near district employees. 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). Extended Support Volunteers may not be in direct proximity of a district employee and who provide substantial assistance. 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