

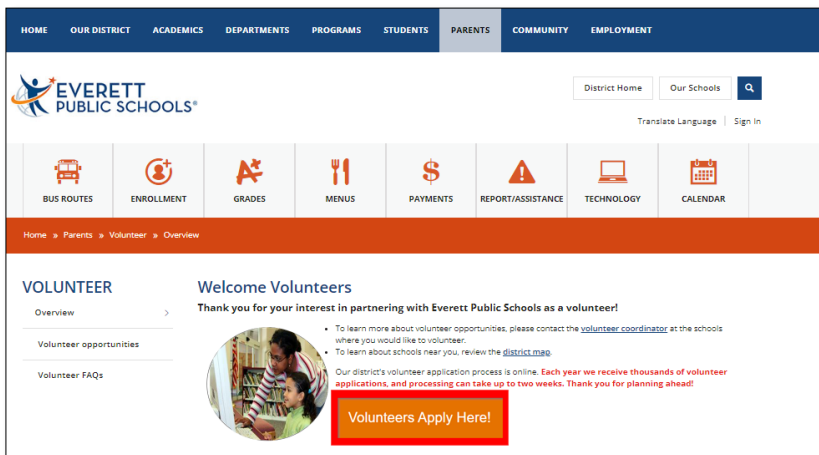
Volunteer Application Process

Updating Disclosure Statement



Need to update an application to disclose an arrest record? Please follow the directions below.

Step 1. Go to Volunteer Webpage <https://www.everettsd.org/volunteer>



Step 2. Log into application

Everett Public Schools - Employment Application

Welcome, New Applicant!

Please proceed for Employment as well as Volunteer Applications with Everett Public Schools

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.**
- The application consists of multiple steps and will take 15-20 minutes for a volunteer application and at least 30 - 60 minutes for an employment application. You can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete and submit it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.
- Do not type in **ALL CAPITAL LETTERS**.

Activities for you:

- START begin the process
- LOGIN** to existing account

Select "LOGIN"

Forgot password?

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

Log in below.

Enter your email address and password.

Email Address:

Password:

Forgot Password

Cancel Log in

Welcome, [Name]!

Activities for you:

- FORMS complete additional forms
- EDIT** edit your materials
- IMPORT from another account

Once logged in select "EDIT" (see below)



Navigate to Volunteer Disclosure Statement(s)

Update disclosure statement(s) to reflect any arrest record

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.)

Everett Public Schools - Employment Application

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[Add Profile](#)
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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

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 ☐ Yes ☒ No

Applicant Tracking
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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



Confirmation

Review and update any “Attention Need” items

Everett Public Schools - Employment Application

Home Employment Application Forms tester, test · Log Off

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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 name required ▪ Go to the Volunteer Interest Personal Info

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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

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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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Save as Draft Finish and Submit Prev Page Next Page