

EVERETT SCHOOL DISTRICT NO. 2

CRIMINAL BACKGROUND CHECK - EMPLOYEES

Effective June 11, 1992, Washington State Law requires that a criminal background check be performed on employees and substitutes new to the Everett School District. This check will consist of fingerprints submitted to the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). ***Your employment with the district is temporary and conditional pending a satisfactory check, free of convictions for crimes of violence, sex crimes, property crimes which may indicate an unreasonable risk, and crimes involving sales of controlled substances (including alcohol) to minors.***

Fingerprinting can be done at any professional licensing/fingerprinting agency.

The City of Everett-Police Department

Keep your receipt for proof of print location. You may be required to redo your prints if they are rejected. The receipt will keep you from having to repay the \$15 fee.

3002 Wetmore Avenue, Everett

Hours are Monday - Friday 8:00a.m. – 6:00p.m.

Required: one set of prints. Do not fill out the fingerprint card. The police department will do this for you. Hands should be free of oils or lotions to get a good set of prints. Smeared prints may be rejected and it may become necessary for you to repeat this process.

3. Please have the following ready when you go for fingerprinting:

Photo identification

\$15.00 to pay the fingerprinting agency for their services

Return fingerprint card to Human Resources for processing.

If you have questions, please call Human Resources -425.385.4100

Revised 10/1/10