



HIGHLINE PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT

CRIMINAL HISTORY BACKGROUND CHECK - FINGERPRINTS

In accordance with ESHB 2518 passed by the 1992 Washington State Legislature, school district employees are required by State law to be fingerprinted for use in a criminal history background check. Please bring this completed form to the Human Resources Department so that you can pick up the necessary paperwork to be fingerprinted as soon as possible. Until such a check is completed, you are being employed on a conditional basis pending clearance.

I understand that I am required by State law to be fingerprinted by the Highline Public Schools for the purpose of a criminal history background check with the Washington State Patrol and the Federal Bureau of Investigation.

Name (Print): Last Name First Name MI Date:

Address: Street City State Zip

Position: Location:

Birthdate: Race: SS#:

PLEASE CHECK ONE OF THE FOLLOWING:

I have been fingerprinted within the last two years. District: University/College Certification

Employees who have not been fingerprinted:

I understand that \$55 will be deducted from my paycheck.

Substitutes who have not been fingerprinted:

I understand that I need to pay \$55 in cash or check to Business Services.

Name (printed) Signed

HUMAN RESOURCES USE ONLY
HR Dept FP verified & entered: Date:
Payroll Deduction entered: Date: