

CITIZENSHIP STATUS

Prior to official employment, the district will document the citizenship/immigration information regarding employment eligibility that is furnished by the prospective employee. The information that is recorded may come from single documents which establish both identity and authorization to work, including:

Acceptable Verification Document for New Hires

1. One Document Establishing *Both* Identity and Employment Authorization

U.S. Passport	Resident Alien Card	Alien Registration Card a.k.a. "Green Card"
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— OR —

2. One Document Establishing Identity
3. One Document Establishing Employment Authorization

Drivers License or State-Issued ID Card with Photo	PLUS	Social Security Card
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The district must complete an Immigration Service Form (I-9) for each staff member employed after November, 6, 1986, and keep that form on file for three years.

Sexual Misconduct

For prospective employees, the school district shall request sexual misconduct information from all current and former school employers.

All prospective employees must sign a release granting permission for the district to contact current and former employers. The release shall authorize disclosure of acts of sexual misconduct and access to all school district files related to the misconduct. The prospective employee shall agree to release current and past employers from liability. Refusal to allow the release of information will end consideration of the applicant.

For certificated applicants, the district shall verify certification and request that the Office of Superintendent of Public Instruction release all information regarding sexual misconduct.

Background Check

As per board policy, the superintendent may employ staff members, student teachers and contractors on a temporary basis until the board takes final action on the recommendation of the superintendent. Unsupervised employees are subject to a background check with fingerprints to be furnished by the state patrol

and Federal Bureau of Investigation. Unsupervised Volunteers and employees without to children shall have name and date of birth background checks provided by the Washington state patrol.

This procedure is designed to implement the Washington State law and Board Policy 5005 concerning certification of background and conviction record information for applicants for employment, applicants to serve as volunteers and student teachers/interns for District programs, and contractors doing business with the District.

The Personnel Office shall stipulate in the employment application packet and position posting bulletins the background check requirements for all new employees.

APPLICANTS. For applicants for employment, the Personnel Office shall require each applicant to execute an "Applicant Disclosure Statement" attached hereto as Exhibit A. If the Personnel Office has determined that an offer of employment should be recommended, it shall cause the applicant to execute two sets of the Washington State Patrol (WSP) fingerprint card, attached as Exhibit B, including providing his or her thumbprints or fingerprints as may be required on said form. The Personnel Office shall submit the WSP fingerprint cards to the WSP/FBI. No applicant shall be hired for a position until the request for background and conviction record information is returned from the WSP and FBI, reviewed and the outcome of the records check is deemed acceptable by the District; provided, however, that a) if the services of the employee are needed immediately, the applicant may commence work on a conditional basis pending the acceptable outcome of the records check; and b) no applicant commencing work under such circumstances shall be deemed to have been hired by the Board of Directors with any expectation of continuing employment until the Personnel Office receives and approves the applicant's background and conviction record information report.

VOLUNTEERS. All prospective volunteers subject to background check requirements as described in Policy 5630, must execute a "Volunteer Applicant Disclosure Statement," and a WSP form, "Request for Criminal History Information Child/Adult Abuse Information Act."

STUDENT TEACHERS/INTERNS. The Superintendent shall ensure that any agreement between the District and any institution for the purpose of placing student teachers/interns shall contain appropriate provisions to satisfy the requirements of Policy 5005 regarding background checks for student teachers/interns.

CONTRACTORS. The Assistant Superintendent for Business and Support Services shall be responsible for ensuring that proper notice of the policy requirements is given to contractors whose employees will have regularly scheduled unsupervised access to children, in accordance with the law.

All information received under this procedure is considered confidential and shall not be used for any purpose other than initial hiring or engagement decisions, or as otherwise provided by law. Those employees authorized to access the Superintendent of Public Instruction's record check database and District record check data, including records of arrest and prosecution (RAP sheets), are the Superintendent, the Assistant Superintendent for Personnel and Labor Relations, or their designee. RAP sheets shall be secured by the District in storage separate from personnel and applicant records.

Fingerprint record information is considered confidential and shall not be disseminated except to those having a legitimate need to know in processing records, or as otherwise required by law.

Arrest and prosecution records shall be stored in a secure location, separate from the employee's personnel file.

Please complete the following questions and sign the declaration. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with the district(s) to which you have applied.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.

EMPLOYMENT HISTORY DISCLOSURE

1. Are you presently under contract? No Yes - *If yes, with whom?*

What is your present position (Title)? _____

2. Are you a former employee of our District? No Yes

If yes, list dates and positions: _____

3. Have you ever been on a plan of improvement or placed on probation? No Yes

4. Have you ever been placed on administrative leave pending investigation of allegations of misconduct?
 No Yes

5. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body? No Yes

6. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or non-renewal? No Yes

7. Have you ever been discharged or non-renewed from any employment (inclusive of regular or extracurricular positions)? No Yes

8. Have you ever been disciplined for misconduct by a past or present employer? No Yes

9. If you answered YES to questions 3, 4, 5, 6, 7, or 8, provide an explanation of the circumstances, including the underlying facts, place, date, and outcome. Attach an additional page if needed.

¹ All prospective employees who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults are "applicants".

CRIMINAL HISTORY DISCLOSURE

- 1. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.) No Yes **If yes, attach an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from District employment..**

- 2. Have you ever been convicted of a crime? (The term “convicted” means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.)
 No Yes **If yes, attach an explanation of the nature of the crime, place, date, and court. A conviction record will not necessarily bar you from District employment.**

3. (A) CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (See above for definition of “convicted”).

- | | | |
|---|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> First or Second Degree Man-slaughter |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Communication with a Minor for Immoral Purposes | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First Degree Arson | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> Promoting Pornography |
| <input type="checkbox"/> First or Second Degree Kidnapping | | <input type="checkbox"/> First Degree Promoting Prostitution |
| | | <input type="checkbox"/> Prostitution |
| | | <input type="checkbox"/> First or Second Degree Custodial Sexual Misconduct |

3. (B) CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

4. Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited a vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adults of any age who lack the functional, mental, or physical ability to care for themselves.)

- First, second, or third degree extortion
- First second or third degree theft
- First or second degree robbery
- Forgery
- Any of the foregoing crimes as they may have been renamed

ANSWER: NO YES IF YES, EXPLAIN BELOW.

5. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

6. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abuse any minor?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

7. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

8. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.

ANSWER: NO YES IF YES, EXPLAIN BELOW.

9. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 8 above?

ANSWER: NO YES

An inquiry may be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct

(Provide original signature on each copy submitted to selected districts as checked on the front of the application)

Applicant, Print Name: _____

Applicant Signature: _____

Date and Place: _____

TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED.

I certify under penalty of perjury under the laws of the State of Washington that as of this date ____/____/____, a date on or after which I have been offered conditional employment with the hiring district, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other Washington State School Districts. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application or this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

Your signature must be witnessed by an employee of the hiring district.

Print Name: _____

Sign Name: _____

Witness, Print Name/Title: _____

Witness, Sign Name: _____

Date and Place: _____

South Kitsap School District No. 402
STUDENT TEACHER DISCLOSURE STATEMENT

(Reference RCW 28A.400, RCW 43.43)

YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.

1. CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts of deferred or suspended sentence occurred.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> First or Second Degree Manslaughter |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Communication with a Minor for Immoral Purposes | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First Degree Arson | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> Promoting Pornography |
| | <input type="checkbox"/> First or Second Degree Kidnapping | <input type="checkbox"/> First Degree Promoting Prostitution |
| | | <input type="checkbox"/> Prostitution |

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

2. Have you ever been convicted of any of the following crimes relating to financial exploitation where the victim was a vulnerable adult (defined as adults of any age who lack the functional, mental, or physical ability to care for themselves)

- | | |
|--|---|
| <ul style="list-style-type: none">• First, second, or third degree extortion• First second or third degree theft• First or second degree robbery | <ul style="list-style-type: none">• Forgery• Any of the foregoing crimes as they may have been renamed |
|--|---|

ANSWER: NO YES IF YES, EXPLAIN BELOW.

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

(1) All out of state student teachers who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults must complete this form.

South Kitsap School District No. 402
STUDENT TEACHER DISCLOSURE STATEMENT

Page 2

4. **Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

5. **Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

6. **Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

7. **Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

8. **Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 7 above?**

ANSWER: NO YES

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Print Name: _____

Signature: _____

Date and Place: _____

Witness, Print Name: _____

(Signature may be witnessed by anyone. Notary Public **not** required)

Witness, Sign Name: _____

South Kitsap School District No. 402
VOLUNTEER ⁽¹⁾ DISCLOSURE STATEMENT

(Reference RCW 28A.400, RCW 43.43)

YOU MUST ANSWER ALL EIGHT (8) ITEMS ON THIS FORM.

1. CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (The term "convicted" includes all instances in which a finding of guilt, a plea of guilty or nolo contendere, or stipulation to facts or deferred or suspended sentence occurred.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Custodial Assault | <input type="checkbox"/> First, Second, or Third Degree Child Molestation | <input type="checkbox"/> First or Second Degree Manslaughter |
| <input type="checkbox"/> First, Second, or Third Degree Assault of a Child | <input type="checkbox"/> First or Second Degree Sexual Misconduct with Minor(s) | <input type="checkbox"/> First, Second, or Third Degree Rape |
| <input type="checkbox"/> First, Second, or Third Degree Assault | <input type="checkbox"/> Patronizing a Juvenile Prostitute | <input type="checkbox"/> First or Second Degree Robbery |
| <input type="checkbox"/> Simple Assault | <input type="checkbox"/> Selling or Distributing Erotic Material to Minor(s) | <input type="checkbox"/> Indecent Liberties |
| <input type="checkbox"/> First or Second Degree Custodial Interference | <input type="checkbox"/> Sexual Exploitation of Minor(s) | <input type="checkbox"/> Felony Indecent Exposure |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Communication with a Minor for Immoral Purposes | <input type="checkbox"/> Vehicular Homicide |
| <input type="checkbox"/> First, Second, or Third Degree Rape of a Child | <input type="checkbox"/> First Degree Arson | <input type="checkbox"/> Unlawful Imprisonment |
| <input type="checkbox"/> Child Abandonment | <input type="checkbox"/> First Degree Burglary | <input type="checkbox"/> Malicious Harassment |
| <input type="checkbox"/> Child Abuse or Neglect as Defined in RCW 26.44.020 | <input type="checkbox"/> Aggravated Murder | <input type="checkbox"/> Criminal Abandonment |
| <input type="checkbox"/> Violation of Child Abuse Restraining Order | <input type="checkbox"/> First or Second Degree Murder | <input type="checkbox"/> First or Second Degree Criminal Mistreatment |
| <input type="checkbox"/> Child Buying or Selling | <input type="checkbox"/> First or Second Degree Extortion | <input type="checkbox"/> Promoting Pornography |
| | <input type="checkbox"/> First or Second Degree Kidnapping | <input type="checkbox"/> First Degree Promoting Prostitution |
| | | <input type="checkbox"/> Prostitution |

CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.

2. Have you ever been convicted of any of the following crimes relating to financial exploitation where the victim was a vulnerable adult (defined as adults of any age who lack the functional, mental, or physical ability to care for themselves)

- | | |
|--|---|
| <ul style="list-style-type: none">• First, second, or third degree extortion• First second or third degree theft• First or second degree robbery | <ul style="list-style-type: none">• Forgery• Any of the foregoing crimes as they may have been renamed |
|--|---|

ANSWER: NO YES IF YES, EXPLAIN BELOW.

3. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

ANSWER: NO YES IF YES, EXPLAIN BELOW.

⁽¹⁾ All volunteers who will or may have unsupervised access to children under 16 years of age, developmentally disabled persons, and/or vulnerable adults must complete this form.

**South Kitsap School District No. 402
VOLUNTEER DISCLOSURE STATEMENT**

Page 2

4. **Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

5. **Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

6. **Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

7. **Have you ever been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?**

ANSWER: NO YES IF YES, EXPLAIN BELOW.

8. **Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 7 above?**

ANSWER: NO YES

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Volunteer, Print Name: _____

Volunteer Signature: _____

I wish to volunteer in the following schools: _____

Date and Place: _____

Witness, Print Name: _____

(Signature must be witnessed by District employee receiving this form)

Witness, Sign Name: _____

Washington State Patrol Records Check forms

WASHINGTON STATE PATROL
 Identification and Criminal History Section
 PO Box 42633, Olympia, WA 98504-2633
REQUEST FOR CRIMINAL HISTORY INFORMATION
CHILD/ADULT ABUSE INFORMATION ACT
 RCW 43.43.830 through 43.43.845
 (Instructions on Reverse Side)

EXHIBIT "C"

A REQUESTING AGENCY/ADDRESS

Agency: **PERSONNEL**
SOUTH KITSAP SCHOOL DISTRICT #402
 1952 HOOVER AVENUE SE /
 PORT ORCHARD, WA 98366

City/State/Zip: _____

I certify this request is made pursuant to and for the purpose indicated.

Authorized Signature _____ Date _____
 Title _____

B PURPOSE

ESD/School District Volunteer - no fee
 Non-Profit Busin./Org. - no fee (Excluding Schools & ESD's)
 Profit Business/Org. - \$10
 Adoptive Parent - \$10

Fees:
 Make payable to Washington State Patrol by cashier's check, money order, or commercial business account.

NO PERSONAL/CERTIFIED CHECKS ACCEPTED

C APPLICANT OF INQUIRY

Applicant's Name: _____
 Last First Middle
 Alias/Maiden Name: _____
 Date of Birth: _____ Sex: _____ Race: _____
 Social Security Number: _____ Driver's Lic. Number/State: _____

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

D IDENTIFICATION DECLARING NO EVIDENCE
WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION
 (THIS PORTION MAILED BY REQUESTING AGENCY)
 As of this date, the applicant named below shows no evidence pursuant to RCW 43.43.830 through 43.43.845.

PERSONNEL, SOUTH KITSAP SCHOOL DISTRICT #402

Requesting Agency _____
 Applicant's Signature _____

Applicant's Name _____
 Address _____
 City/State/Zip _____

WSP Use Only


Valid Two Years From Issue

Right Thumb Print (Optional)

1000-040-020 (3/88) 114


FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
 WASHINGTON, D.C. 20537
APPLICANT

1. LOOP




THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

10758 REV. 12-7-82

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

- USE BLACK PENTHER INK
- DISTRIBUTE THE PAPER ON DRYING SLAB
- WASH AND DRY FINGERS THOROUGHLY
- ROLL FINGERS FROM NAIL TO NAIL AND AVOID ALLOWING FINGERS TO SLIP
- BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER
- IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK
- IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A WING STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES
- EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE)

THIS CARD FOR USE BY:

- LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS
- OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT LICENSING AND PERMITS AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES (LOCAL AND COUNTY ORDINANCES UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT)
- U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW
- OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS

INSTRUCTIONS:

- PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH
- PRIVACY ACT OF 1974 (P.L. 93-502) REQUIRES THAT FEDERAL STATE OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH DISCLOSURE, AND DESIRED WHETHER TO BE MAILED OFF
- IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE EMPLOYER AND ADDRESS THE CONTRACTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI
- FBI NUMBER IF KNOWN SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE

MISCELLANEOUS NO. RECORD OTHER ARMED FORCES NO. PASSPORT NO. (PS) ALIEN REGISTRATION NO. (AR) FORM SECURITY CARD NO. (FS) SELECTIVE SERVICE NO. (SS) VETERANS ADMINISTRATION CLAIMING (VA)

LEAVE THIS SPACE BLANK

APPLICANT

.L.A.V.E S.L.A.B.C

TYPE PRINTS ON ALL INFORMATION IN BLOCK

10758 REV. 12-7-82

APPLICANT

SOUTH KITSAP SCHOOL DISTRICT #402

PERSONNEL

1952 HOOVER AVENUE SE /

PORT ORCHARD, WA 98366

City/State/Zip: _____

I certify this request is made pursuant to and for the purpose indicated.

Authorized Signature _____ Date _____

Title _____

B PURPOSE

ESD/School District Volunteer - no fee

Non-Profit Busin./Org. - no fee (Excluding Schools & ESD's)

Profit Business/Org. - \$10

Adoptive Parent - \$10

Fees:
 Make payable to Washington State Patrol by cashier's check, money order, or commercial business account.

NO PERSONAL/CERTIFIED CHECKS ACCEPTED

C APPLICANT OF INQUIRY

Applicant's Name: _____

Last First Middle

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____

Social Security Number: _____ Driver's Lic. Number/State: _____

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050.

D IDENTIFICATION DECLARING NO EVIDENCE
WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION
 (THIS PORTION MAILED BY REQUESTING AGENCY)
 As of this date, the applicant named below shows no evidence pursuant to RCW 43.43.830 through 43.43.845.

PERSONNEL, SOUTH KITSAP SCHOOL DISTRICT #402

Requesting Agency _____

Applicant's Signature _____

Applicant's Name _____

Address _____

City/State/Zip _____

WSP Use Only

Valid Two Years From Issue

Right Thumb Print (Optional)

1000-040-020 (3/88) 114

CONDITIONAL EMPLOYMENT FOR NON-REPRESENTED EMPLOYEES

Successful applicants for non-represented positions shall be offered employment conditionally and subject to the successful completion of a criminal history background check. The conditional employment status shall remain in effect until the District is satisfied that the employee has satisfactorily completed a background check, including the Washington State Patrol and FBI fingerprint check as required by District Policy 5101. Failure to successfully pass a background check shall constitute grounds for termination of an applicant's conditional employment status, which shall not be subject to any grievance procedure or other legal remedy, except as may be required by law.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district shall request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district. The entity from whom the record check is obtained is immune from criminal or civil liability for the dissemination of the information. In this instance, the district will also require that the volunteer sign a disclosure statement assuring the district that the volunteer has not been convicted of a covered crime since the completion of the criminal record check.

All such records shall be treated as confidential and only the director of personnel and one specific designee identified in writing be authorized to access the Superintendent of Public Instruction's record check data base and district record check data including records of arrest and prosecution (RAP sheets). RAP sheets shall be secured by the district in storage separate from personnel and applicant records. Further use of the record following initial employment or redissemination of the records to another organization or individual is expressly prohibited. Lawful use of such information does not constitute liability for defamation, invasion of privacy, or negligence, but noncompliance with this policy, relevant rules and statutes may allow for the recovery of civil damages under applicable federal and state statutes.