EMPLOYMENT OF STAFF: DISCLOSURES, BACKGROUND CHECKS, CERTIFICATION REQUIREMENTS AND APPROVAL: 5005P

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 (Form I-551)	Permanent Resident Card "Green Card" (Form I-551)

*If the employee at the time of application/employment has a different name than the name that appears on the single document authorizing employment, the employee must also provide a social security card indicating the new name so that payroll documents are properly established and recorded.

— 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

The District must complete an Employment Eligibility Verification (I-9) for each staff member employed after November, 6, 1986, and keep that form on file for three years. For updates visit www.uscis.gov.

Sexual Misconduct

For prospective employees, the school district shall request sexual misconduct information from all current and former school employers, including out-of-state school employers.

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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

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 unsupervised access to children shall have name and date of birth background checks provided by the Washington State Patrol. All such records shall be treated as confidential.