

# **Chimacum School District**

## **DEEP ROOTS. BROAD HORIZONS.**

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Dr. Scott Mauk, Superintendent

**The Chimacum School District, is required to conduct a background check on employees, coaches and substitutes that work with our students. Volunteers that attend overnight fieldtrips must have fingerprints as well.**

If you have had fingerprints taken in the last two years **and** we can verify your prints in the system you will not need to have them redone.

If you have not had your fingerprints taken in the last two years, you will need to go to one of our live scan fingerprint locations to complete this step of the application process. The cost for fingerprints is **\$78.00** which is not refundable. Please note that if you are a classified sub, this fee is refundable. Submit the receipt to Human Resources and you will be reimbursed once you begin work.

**You must log onto <https://www.oesd114.org/educator-services/fingerprinting-services/> to schedule an appointment.**

### **LIVE SCAN FINGERPRINT LOCATIONS:**

#### **OESD 114 in Bremerton (360) 479-0993 ~ 9:00 AM – 3:00 PM**

105 National Avenue North - Bremerton WA, 98312: From route 3 South take the Kitsap Way exit (Bremerton/Seattle Ferry). Turn left off the exit onto Kitsap Way. Follow Kitsap Way to National Avenue. Turn right onto National Ave. Just before you crest the hill turn right at the sign that says "Skills Center/OESD 114". We are the building on the right.

#### **Washington State Patrol Fingerprint Rejections**

3000 Pacific Avenue in Olympia (Exit 107 from I-5) Hours: 8:00 AM to 4:30 PM

The Washington State Patrol (WSP) may reject fingerprint submissions as many times as necessary to obtain readable prints.

The maximum number of FBI resubmissions is one. If your fingerprints are rejected you may want to try drinking extra water, wear rubber protective gloves if you subject your hands to abrasion or harsh chemicals, like gardening or dishwashing and apply Vaseline or Eucerine Cream at bedtime on all fingertips and wear fabric gloves.

You may take all rejected cards to the Olympia office of the WSP where the technicians will print your hands until they receive a satisfactory impression. They are open for fingerprinting on the weekdays only. No appointment is necessary.

WSP does not allow adults or children to accompany you into the fingerprint room; children may not be left unsupervised in the lobby.

Although we may place you on the job, your employment is conditional until we receive clearance from all background checks.

If you have any questions, please do not hesitate to contact the Human Resources Department at (360)302-5891.

Although this process may seem cumbersome, it is for the protection of our students. Thank you for your assistance.

Sincerely,

Stephanie McCleary  
Human Resources Director

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Chimacum School District is an Equal Opportunity/Affirmative Action Employer