

Employment: Disclosures, Certification Requirements, Assurances and Approval

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

A. 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)
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— OR —

B. One Document Establishing Identity

C. One Document Establishing Employment Authorization

Driver’s License or State-Issued ID Card with Photo	PLUS	Social Security Card
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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 will request sexual misconduct information from all current and former school employers, including out-of-state school employers. All prospective employees must sign a release granting permission for the district to contact current and former employers. The release will authorize disclosure of acts of sexual misconduct and access to all school district files related to the misconduct. The prospective employee will 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 will 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 on a temporary basis until the board takes final action on the recommendation of the superintendent. Employees are subject to a background check with fingerprints to be furnished by the state patrol and the Federal Bureau of Investigation. Volunteers will have name and date of birth background checks provided by the Washington State Patrol.

All such records will be treated as confidential and only authorized staff will access the Superintendent of Public Instruction's record check database and district record check data, including records of arrest and prosecution (RAP sheets). RAP sheets will be secured by the district in storage separate from personnel and applicant records.

Date: 06.99; 04.04; 10.05; 10.10; 12.11