

**EMPLOYMENT: DISCLOSURE, 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**

1. One Document Establishing Both Identity and Employment Authorization  
U.S. Passport Resident Alien Card Alien Registration Card (a.k.a. "Green Card")  
-----OR-----
2. One Document Establishing Employment Authorization
3. One Document Establishing Identity Driver's License, Social Security Card, Or State-issued ID card with photo

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.

**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. 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.

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 shall 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 legal restrictions, relevant rules and statutes may allow for the recovery of civil damages under applicable federal and state statutes.