

ANACORTES SCHOOL DISTRICT #103

Procedure No. 5005-P
Personnel

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

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

U.S. Passport	Resident Alien Card	Alien Registration Card "Green Card"
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- OR -

2. One Document Establishing Identity
3. 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 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, prior to an interview, 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, prior to an interview, the district shall verify certification and request that the Office of Superintendent of Public Instruction release all information regarding sexual misconduct.



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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 and fingerprints check with the state patrol and Federal Bureau of Investigation. Employees with unsupervised access to children will have name and date of birth background checks provided by the Washington State Patrol.

All such records shall be treated as confidential and only the director of personnel and one specific designee identified in writing shall be 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). 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.

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Adoption Date: 9/9/04

Policy No. 5006
Personnel

CERTIFICATION REVOCATION

