

CHIMACUM SCHOOL DISTRICT

“CREATING THE FUTURE TODAY”

P O Box 278
Chimacum WA 98325-0278

Phone: (360)385-3922

FAX: (360)732-4336

Mike Blair, Superintendent

Dear Prospective Employee and Substitutes:

The Chimacum School District, is required to conduct a background check on employees, substitutes and volunteers that work with our students.

Fingerprint Information

Note: 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.

- **Classified and Certificated Substitutes**

If you are a substitute you will need to pay the \$71.25 fee and we will reimburse you after you have worked for the district five (5) times. You will need to:

- Bring original receipt to the District Office after your fingerprints have been taken. You will be placed on the substitute list once your receipt is turned in.
- Keep track of your time and let the district office know when you have worked five times so that you can be reimbursed for your fingerprints.

- **Employee**

If you are offered a job in the Chimacum School District we will pay the costs for you.

Live Scan Fingerprint Locations

YOU MUST CALL FIRST TO SCHEDULE AN APPOINTMENT

Olympic ESD 114

Location in Bremerton (360)479-0993 or Port Angeles (360)457-6075 (directions on reverse)

Appointments are scheduled between 9:00 AM to 3:00 PM excluding weekends and holidays

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)732-4090 Ext 222. Although this process may seem cumbersome, it is for the protection of our students. Thank you for your assistance.

Sincerely,

Stephanie McCleary
Personnel

Chimacum School Board of Directors

Cammy Brown ~ Ted Friedrich ~ Quentin Goodrich ~ Kevin Miller ~ David Robocker