

# CHIMICUM SCHOOL DISTRICT

## Request for Criminal History Information

Child/Adult Abuse Information Act

RCW 43.43.830 THROUGH 43.43.845



### INSTRUCTIONS: Please complete all sections of this form and attach a copy of your legal photo ID:

- Copy of Valid Driver's License or other Valid Government Issued Photo Identification

### TO SUBMIT:

If you are a school **Volunteer Applicant**, submit this form directly to the school/department.

If you are an **Employee or Substitute Applicant**, submit this form with your hire packet to HR.

### APPLICANT OF INQUIRY (Please print)

First Name / Middle Name / Last Name			
Alias / Maiden Name	Date of Birth	Gender	Race
Address			
Phone Number		Email Address	
<b>Check All That Apply</b> <input type="checkbox"/> Substitute <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	<b>Check All That Apply</b> <input type="checkbox"/> Chimacum Creek Primary School <input type="checkbox"/> Chimacum Elementary School <input type="checkbox"/> Chimacum Junior/Senior High School <input type="checkbox"/> PI Program <input type="checkbox"/> Athletics <input type="checkbox"/> District Wide		
• <b>Have you ever been convicted of a crime? (Exclude civil infractions, such as minor traffic citations.) <u>If yes, please attach an explanation of the nature of this crime.</u></b> _____ Yes / _____ No			
• <b>Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions such as minor traffic citations.) <u>If yes, please attach an explanation of the nature of this crime, place, date and court.</u></b> _____ Yes / _____ No			
<b>WSP IDENTIFICATION AND CRIMINAL HISTORY CHECK APPLICANT CONSENT</b>			
_____ Signature / Date			

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↓ REQUESTING AGENCY USE ONLY ↓

<b>Requesting Agency Address and Contract Information</b> Chimacum School District 91 West Valley Rd / PO Box 278 / Chimacum WA 98325 Human Resources: (360) 302-5891 or (360) 302-5894	<b>HR USE ONLY</b> <input type="checkbox"/> Processed and Cleared Approval _____ <input type="checkbox"/> Incomplete Form <input type="checkbox"/> Needs Further Review
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### CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES

Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington State businesses or organizations. Other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97

**1. Searches may be conducted only on prospective employees, volunteers, adoptive parents, prospective clients, or resident:** Background checks may be conducted on prospective employees, volunteers, or adoptive parents who will be or may have unsupervised access to children less than sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only. A prospective client's or resident's conviction record—upon the request of a business or organization that qualifies for exemption under section 501(c)(3) of the internal revenue code of 1986 (26 U.S.C. Sec. 501(c)(3) and that provides emergency shelter or transitional housing for children, persons with developmental disabilities, or vulnerable adults.

**2. Applicants must be notified an inquiry may be made:** A business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, who may be offered a position as an employee or volunteer, that an inquiry may be made.

**3. A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted:** A business or organization shall require each applicant to disclose whether the applicant has been:

- (a) Convicted of a crime;
- (b) Had findings made against him or her in any civil adjudicative proceeding;
- (c) Has both a conviction and findings made against him or her.

**4. Applicants must be notified of the response:** The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

### NOTES

- "Business or organization" means a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.
- "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.
- The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited. A business or organization violating this subsection is subject to civil action for damages.
- Responses are limited to Washington State records only.