



EVERETT SCHOOL DISTRICT VOLUNTEER FORM INSTRUCTIONS

Everett Public Schools no longer accepts paper volunteer applications. All volunteers for the Everett Public Schools must apply online. As part of the Extended Day Volunteer application process applicants must also complete the online SafeSchool training on sexual misconduct. This training video and questions should take between 30-45 minutes to complete.

IMPORTANT NOTE: The online volunteer application is only compatible with Chrome, Safari and Firefox browsers. SafeSchools does **not** work with Internet Explorer.

On the Everett Public Schools website, click on the Community tab, then click on Volunteers, then Volunteer applications. At the top of the page it says Employment Application. **That is the link used for both employment and volunteers.** When volunteers apply to come into the schools after the regular school day, they must check the 1302 box for “Volunteer Extended Support”.

https://www.applitrack.com/everettsd/onlineapp/_application.aspx?starting=true

Everett Public Schools also uses the SafeSchools online safety training program to train volunteers on school-related safety issues. SafeSchools offers trainings in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates.

<https://www.everettsd.org/Page/12149>

You will need to register yourself to the system in order to receive your active assignments. You will enter your basic information, and set up your username. You do not need to create a password. There will be a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. **To earn a certificate of completion, you must complete all sections of a course and pass the quiz.** You do not have to take SafeSchools courses in one sitting; if you are called away, the system will remember where you left off and allow you to pick up again at that point.

Submit your complete application at least 2 weeks before expected volunteer service start date. Your background check must be cleared and application approved before this date.

If you have any questions, please contact **Susan McCoard at the Everett School District (425) 385-4127** or smccoard@everettsd.org