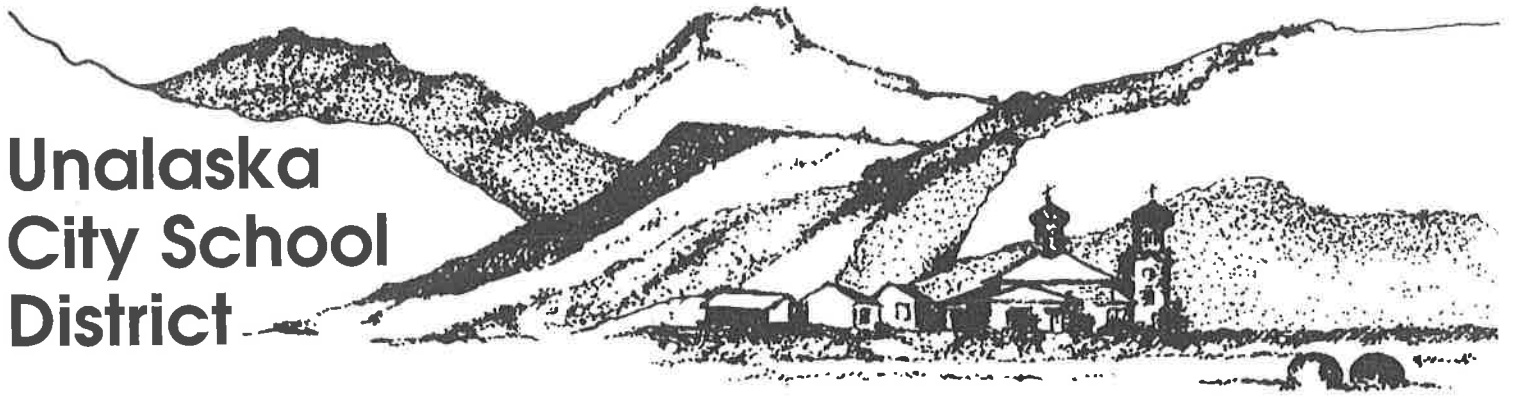


# Unalaska City School District



**To: Department of Public Safety Official**

**From: Unalaska City School District**

It is the Unalaska City School District's policy for new employees to obtain an Alaska Criminal History record from the Unalaska Department of Public Safety before they can begin employment.

Please sign below, indicating that you have completed the history for the applicant.

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Unalaska Public Safety Official

Date

**Note to applicant:** You must present this form and proper identification (two pieces of identification required) to the Unalaska Department of Public Safety and pay the required processing fee, in the form of a check or money order. **(They cannot accept cash)** You are responsible for returning this form to the Unalaska City School District after it has been completed and signed by a Public Safety Official. Please obtain a receipt from Public Safety and submit it with the form for a full reimbursement.

## Classified Personnel Security Check

- 1. No individual will be hired by the district until a background check has been completed and the applicant has no recorded offenses. Under emergency circumstances, the Superintendent can waive this requirement to allow someone to work until the results are back.**
2. No person who has ever been convicted, or pled guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the district.
3. No person who has been convicted or pled guilty or no contest (including forfeiture of bail) to (1) a felony or (2) a crime or other violation preceding the application, will be hired by the district. If more than five years have elapsed since the crime or violation, a person may apply pursuant to the following paragraph.
4. Applications from persons who have been convicted or pled guilty or no contest (including forfeiture of bail) to any crime or violation (excluding minor traffic violations) not covered in (2) or (3) will be considered by the Superintendent on a case by case basis and notice given to the School Board Prior to hire or being hired by the district.
5. If charges are pending, no action will be taken on the individual's application until disposition of the charges.