



February 25, 2014

PO Box 16152
Seattle, WA 98116
www.artswest.org

206-938-0339 Tickets
206-938-0963 Business
206-937-6193 Fax
www.artswest.org

TO: Potential ArtsWest Employees and Volunteers

FROM: ArtsWest Board of Trustees/Human Resources Committee

RE: Washington State Patrol Background Check

ArtsWest provides quality programming for youth with volunteers and employees working with children in a variety of ways. As a result, the organization ensures children's protection to the fullest compliance of the law by having each potential employee and volunteer complete a Washington State Patrol form and returning it to the ArtsWest Finance Manager.

The completed form will be submitted to the Washington State Patrol for review of any potential criminal records. All results will be reported to the employer before employment/volunteering is offered to the individual. Current ArtsWest employees and volunteers will be notified if there are any findings. For your security, the information we gather is kept in a secured location until it can be verified, and when the verification process is complete, the forms are destroyed.

If you have any questions regarding the form, please direct them to the ArtsWest Finance Manager at 206-938-0963, ext. 100.

Thank you for your cooperation.

I have read the above and agree to its terms and conditions:

Signed

Date

Print name



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In order to conduct a Washington State Patrol background check, we are required by State of Washington RCW 43.43.830-43.43.845, to ask that you please complete the following information and sign below:

Have you ever:

- Been convicted of a crime: Yes No

- Had findings made against you in any civil adjudicative proceeding:
 Yes No

- Have both a conviction and findings made against you:

Yes No

Signed

Date: _____

Print name

