



# San Juan Unified School District

Human Resources

## FINGERPRINTING INSTRUCTIONS AND DIRECTIONS

A fingerprint background check is required prior to employment with San Juan Unified School District. Applicants are responsible for paying the \$59.00 fee (volunteers are excluded from this fee) for the fingerprint background check and can select from the following payment options:

- Personal Check – payable to San Juan Unified School District.
- Cashier's Check or Money Order – payable to San Juan Unified School District.
- Cash – please bring exact amount.
- For applicants hired into regular positions with the District, a one-time payroll deduction (in the amount of \$59.00) from the first pay warrant.

\* There is no charge for fingerprinting for parent volunteers \*

### Instructions:

1. Applicant provides payment (from the options identified above) for the background check and obtains a "Request for Livescan Service – Applicant Submission" form from the Human Resources Department or school/program office.
2. On the form, make sure one of the following boxes is checked: classified school employee, credentialed school employee, or volunteer. **Make sure the job title and location is listed.**
3. Fill in applicant name and personal descriptor information section.
4. Take the Livescan service form and a valid driver's license to the San Juan Unified School District Human Resources Department.
5. After the Livescan is completed, a receipt will be provided with the Department of Justice's ATI number. The Department of Justice's Automated Applicant Response system may be contacted at (916) 227-4557 to find out the status of the fingerprint clearance.
6. The Human Resources Department will notify the site administrator when the applicant/volunteer has received fingerprint authorization to work or volunteer.

### Human Resources Location:

The Human Resources Department is located at 3738 Walnut Avenue, in Carmichael, in the main District Administration Building. Please check in with the District Receptionist upon arrival. Human Resources is open daily, except holidays, weekends and Fridays in the month of July. Fingerprinting is done between the hours of 9:00 and 1:30 p.m.