

# NON-INSTRUCTIONAL EMPLOYEE INFORMATION FORM

Discovery High School  
Human Resource Services  
640 Evenhouse Road  
Lake Alfred, FL 33850

[www.discoveryhighschool.org](http://www.discoveryhighschool.org)

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Discovery High School is an equal opportunity employer. Discrimination on the basis of color, sex, age, religion, national origin, homelessness, marital status, pregnancy, disability or veteran's status is prohibited. Date of birth, race, sex and veteran's status are used for state and federal reporting and employment requirements.

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How did you hear about our job vacancies?

College/University Career Fairs (Specify college/university) \_\_\_\_\_

Newspaper Advertisement (Please Specify) \_\_\_\_\_

Job Fair  Website

Friends or Relatives  Other: \_\_\_\_\_

## A. PERSONAL DATA (Complete Entire Section)

Name \_\_\_\_\_  
(Last) (First) (Middle)

Maiden/Previous Name (if applicable) \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present Address \_\_\_\_\_  
(Number/Street) (City) (State) (Zip) (Telephone)

Permanent Address \_\_\_\_\_  
(Number/Street) (City) (State) (Zip) (Telephone)

Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Racial/Ethnic information used for statistical reporting.

Male

White, Non-Hispanic

Black, Non-Hispanic

Hispanic

Female

Asian, Pacific Islander

American Indian, Alaskan Native

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## B. PREVIOUS EMPLOYMENT WITH POLK COUNTY SCHOOLS (Complete Entire Section)

Have you ever been employed by the Polk County School Board?  Yes  No

If yes, name of last work: Location \_\_\_\_\_ Position \_\_\_\_\_ Date From \_\_\_\_\_ Date To \_\_\_\_\_

Under what name? (If changed) \_\_\_\_\_

Have you ever been a member of the Florida Retirement System?  Yes  No

Have you ever retired from an employer under the Florida Retirement System?  Yes  No

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## C. OTHER SKILLS AND ACTIVITIES

Do you speak or read a language other than English? (Include sign language)? (Optional)  Yes  No

If yes, please list \_\_\_\_\_

Indicate any sports, clubs or other extracurricular activities you would like to coach or sponsor. \_\_\_\_\_

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**F. CRIMINAL RECORD INFORMATION  
ALL APPLICANTS PLEASE READ VERY CAREFULLY**

Pursuant to Florida Statute 231.02 and as part of your employment record, you will be fingerprinted and a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for employment, but a failure to disclose your record on this application WILL disqualify you from employment. You must list on your application for employment all adult and juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations. **(DUI and reckless driving are criminal offenses, not simply non-criminal traffic violations.) You will remain on probationary status pending fingerprint processing and determination of compliance with standards of good moral character.**

In Florida, the entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records," "expunged records," and "military court proceedings." (Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect on suitability for employment.)

**IMPORTANT NOTICE**

In addition, if you have a prior criminal record that has been sealed and/or expunged, you are required to disclose said record and where it occurred. In the event you fail to list any adult or juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations AND your fingerprint check evidences any adult or juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations, you WILL be terminated. Therefore, you are cautioned to assure the accuracy of the information you provide on your application for employment before its submission.

HAVE YOU EVER (as a juvenile or an adult) at any time been convicted, pled nolo contendere (no contest), had a record sealed or expunged, been placed on probation, enrolled in a pretrial diversion program or had adjudication withheld in a criminal offense, felony, misdemeanor or otherwise, and/or are there any criminal charges now pending against you other than a non-criminal traffic violation? **You must disclose this information even if you have been told differently by a lawyer, judge, or other third party or law enforcement individuals.**

YES                       NO

- If yes,    1. Complete the information below. (Use Supplemental Section G attached, if necessary.)  
               2. Attach a detailed letter of explanation.  
               3. Attach court documents verifying the disposition of each arrest(s) and conviction(s).

Date	Location of Arrest	Nature of Charge	Disposition/Outcome

**I understand that payment for the fingerprint background check will be by payroll deduction. I have read and understand the above and have provided correct information.**

Social Security Number \_\_\_\_\_ Signature \_\_\_\_\_

**H. AGREEMENT**  
(Read carefully and type name below.)

- I understand that if I receive and accept a job offer from Discovery High School, my employment is conditional upon passing a physical that includes tests for the detection of controlled substances. I agree to this examination and authorize the provider to inform Discovery High School of the results.
- I, hereby authorize the release of any and all requested information, to include but not limited to, credit rating, records of present and former employers, whether recorded or unrecorded, to Discovery High School. I hereby agree and promise to indemnify and save harmless any individual, business or corporation to include its officers, agents, servants, or employees from and against any and all liability, claims, demands, damages, expenses, and court actions, including attorney's fees, of any kind and nature arising or growing out of or in any way concerned with the disclosure of the requested information.
- I agree that any omissions, incorrect, or false statements anywhere in this information form will constitute reason for refusal to hire or dismissal. I also understand that it is my responsibility to provide all required documents to Human Resource Services and unless this information form is completed in detail, it will not be considered for employment.
- I understand that if I become employed, the first year contract is a probationary period. During the probationary period, I may be dismissed without cause or may resign from the contractual position without breach of contract (FS 1012.33).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

**SUPPLEMENTAL PAGE**

**D.** \_\_\_\_\_  
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**G. CRIMINAL RECORD INFORMATION**  
(Additional)

Date	Location of Arrest	Nature of Charge	Disposition/Outcome

\_\_\_\_\_ Last Name

\_\_\_\_\_ First Name

\_\_\_\_\_ Social Security Number