

Nassau County School Board PRE-EMPLOYMENT SCREENING FORM

Florida Statute 1012.27(6) requires an employer to conduct pre-employment screening to include contacting all previous employer(s) and searching the databases listed in Section III.

Additional Pre-Employment Screening criteria are outlined in Administrative Rules 3.03 (VII) and 3.05 (IV).

THIS FORM MUST ACCOMPANY ALL RECOMMENDATION FORMS.

Name: _____ Date: _____

Position(s) applying for:

Classification	Position
Administrative:	
Instructional:	
Non-Instructional:	
Substitute:	
Temporary:	

SECTION I: EMPLOYMENT VERIFICATION & CONTACT *(District Office, School or Site Use Only)*

Most Recent Employer

Company Name: _____
 Telephone: _____ Date Telephoned: _____
 Person Spoken To: _____ Title: _____
 Currently Employed? Yes No Elig. for Rehire? Yes No WND
 Comments: _____

If no contact is made, please document efforts: _____

Former Employer

Company Name: _____
 Telephone: _____ Date Telephoned: _____
 Person Spoken To: _____ Title: _____
 Currently Employed? Yes No Elig. for Rehire? Yes No WND
 Comments: _____

If no contact is made, please document efforts: _____

Former Employer

Company Name: _____
 Telephone: _____ Date Telephoned: _____
 Person Spoken To: _____ Title: _____
 Currently Employed? Yes No Elig. for Rehire? Yes No WND
 Comments: _____

If no contact is made, please document efforts: _____

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Name: _____

SECTION I: EMPLOYMENT VERIFICATION & CONTACT *(continued)*

Former Employer

Company Name: _____
 Telephone: _____ Date Telephoned: _____
 Person Spoken To: _____ Title: _____
 Currently Employed? Yes No Elig. for Rehire? Yes No WND
 Comments: _____

 If no contact is made, please document efforts: _____

Former Employer

Company Name: _____
 Telephone: _____ Date Telephoned: _____
 Person Spoken To: _____ Title: _____
 Currently Employed? Yes No Elig. for Rehire? Yes No WND
 Comments: _____

 If no contact is made, please document efforts: _____

Former Employer

Company Name: _____
 Telephone: _____ Date Telephoned: _____
 Person Spoken To: _____ Title: _____
 Currently Employed? Yes No Elig. for Rehire? Yes No WND
 Comments: _____

 If no contact is made, please document efforts: _____

IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH AN ADDITIONAL COPY OF THIS PAGE.

SECTION II: ADMINISTRATOR/DESIGNEE COMPLETION

Signature of Administrator/Designee Completing Section I *Printed Name*

Date

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Name: _____

REFERENCES

Florida Statute 1012.27(6)

Public school personnel; powers and duties of district school superintendent

(6) Employment History Checks - Before employing instructional personnel and school administrators, as defined in s. 1012.01, in any position that requires direct contact with students, conduct employment history checks of each of the personnel's or administrators' previous employers, screen the personnel or administrators through use of the educator screening tools described in s. 1001.10(5), and document the findings. If unable to contact a previous employer, the district school superintendent shall document efforts to contact the employer.

Administrative Rules 3.03 (VII) and 3.05 (IV)

3.03 VII General Requirements For Employment

3.05 IV Selection Procedures For Personnel

The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent or designee is unable to contact a previous employer, he/she will document all efforts to contact the previous employer. For all other applicants, the superintendent or designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private or public education institutions by which the applicant was previously employed while age 18 or older. The Superintendent or designee shall document all attempts to contact previous employers.

THE FOLLOWING IS FOR DISTRICT OFFICE USE ONLY

SECTION III: DATABASE CHECKS *(District Office Use Only)*

- 1.) **Bureau of Educators Certification (BEC)** Date: _____
 ___ Not in Database
 ___ No Active Processing Alerts
 ___ Active Processing Alerts: _____

- 2.) **Administrative & Instructional Staff Terminations** Date: _____
 ___ No Records Found
 ___ Records Found: _____

- 3.) **Discipline Against Educator's License** Date: _____
 ___ No Records Found
 ___ Records Found: _____

SECTION IV: PRE-EMPLOYMENT SCREENING CLEARED *(District Office Use Only)*

Has the applicant cleared pre-employment screening? Yes No Date: _____
 Signed: _____ Employee ID: _____
 Please Return To: Michelle Hollis Garvin Nelson Leanne Peacock Laurie Robert Mitziann White