

## 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: \_\_\_\_\_  
 \_\_\_\_\_

## Nassau County School Board PRE-EMPLOYMENT SCREENING FORM

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*

**Nassau County School Board  
PRE-EMPLOYMENT SCREENING FORM**

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: \_\_\_\_\_  
 \_\_\_\_\_

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**SECTION II: ADMINISTRATOR/DESIGNEE COMPLETION**

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

\_\_\_\_\_  
*Date*

## Nassau County School Board PRE-EMPLOYMENT SCREENING FORM

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