

NON-INSTRUCTIONAL EMPLOYEE INFORMATION FORM

Discovery Academy of Lake Alfred
Human Resource Services
1000 N. Buena Vista Drive
Lake Alfred, FL 33850
www.discoveryacademy.org

Discovery Academy 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.

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

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) _____

Are other members of your family employed by the School Board of Polk County, Florida? Yes No

If so, list their name and place of employment _____

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

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. _____

D.

WORK PERFORMANCE INFORMATION

(Answer All Questions in this Section)

Have you ever been disciplined, the subject of an investigation, terminated or been nonreappointed for performance reasons from a prior employer, including military?

Yes No

Have you ever resigned in lieu of discipline, in lieu of termination or requested to resign through mutual agreement from a prior employer, including military?

Yes No

Have you ever had disciplinary action (e.g. reprimand, suspension, termination) brought against you by either an educational institution or the state of Florida or any other employer, including military?

Yes No

Do you know any reason that would prevent you from performing the job responsibilities and duties of the position for which you are applying?

Yes No

(If you answered yes to any of the above questions, give details on the enclosed Supplemental Page.)

E.

WORK EXPERIENCE WITHIN THE LAST 10 YEARS

(List present/most recent position first. Account for each year, including gaps in employment history.)

(You are required to complete, even if you attach a resume.)

From (Month/Year)	To (Month/Year)	Name and Address of Employer	Occupation/Title	Immediate Supervisor and phone Number	Reason for Leaving

Last Name

First Name

Social Security Number

**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 Academy of Lake Alfred, 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 Academy of Lake Alfred 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 Academy of Lake Alfred. 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 97 days of an initial 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. _____

G. CRIMINAL RECORD INFORMATION
(Additional)

Date	Location of Arrest	Nature of Charge	Disposition/Outcome

_____ Last Name

_____ First Name

_____ Social Security Number