

PINELLAS COUNTY SCHOOLS
STUDENT INTERN SECURITY CHECK
FOR THE SCHOOL BOARD OF PINELLAS COUNTY

Welcome to Pinellas County Public Schools! For the fingerprint process to be as quick and efficient as possible, please complete the following procedure.

Payment

A \$49.75 fee is required for processing through the electronic fingerprint submission system that is used by Pinellas County Schools. Payment must be complete **before** fingerprinting.

- All information regarding fingerprint appointments, processing and locations can be found at www.pcsb.org/hr/fingerprint.html

All payments are final once the fingerprints are taken. To obtain employment with Pinellas County Schools, the fingerprint process must be repeated.

Fingerprinting Process

- Step 1: Please complete the attached form "Student Intern Security Check for the School Board of Pinellas County". (PCS 2-2996)
- Step 2: When scheduling your appointment, identify yourself as a prospective intern. Please call to cancel or reschedule if you cannot make your appointment.
- Step 3: Arrive on time for your appointment and bring the completed "Student Intern Security Check for the School Board of Pinellas County" (Please note, if you scheduled your appointment at another Fieldprint location other than the Largo Administration Building please mail or bring this form to 301 4th St. SW. Largo, FL 33770 Attn: Human Resources.) registration bar code receipt forms and a government issued picture identification (such as driver's license, Florida ID card, or passport). The original of this form will be kept in our Intern Placement Office.

After processing, the FDLE and FBI results will be on file in the Intern Placement Office. You will be notified **only** if there is a concern with your background screening.

- Step 4: You must allow at least (15) working days after being fingerprinted, before contacting a school for placement. The school should be able to verify that your process is complete and you are ready to begin your intern/volunteer hours.

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FOR OFFICE USE ONLY	
Approved by	___ YES ___ NO
Name	_____
Date	_____

THIS FORM MUST BE COMPLETED BEFORE YOU MAY BE CONSIDERED FOR INTERNSHIP

(PLEASE USE INK AND PRINT)

LEGAL NAME as it appears on your photo ID	_____																
	LAST NAME				FIRST NAME				MIDDLE NAME				ANY OTHER NAMES EVER USED				
SOCIAL SECURITY NUMBER										GENDER				DATE OF BIRTH			
										___ Male ___ Female							
RACE (CHOOSE ONLY ONE)																	
___ White						___ Black or African American						___ American Indian or Alaska Native					
___ Asian						___ Hispanic/Latino						___ Native Hawaiian or Other Pacific Islander					
LEGAL PHOTO ID																	
___ Driver's License (State) _____ DL/ID Number _____																	

Home Address _____
STREET APT# CITY STATE ZIP

Home Phone _____ Work Phone _____

University/College _____ Email Address _____

All individuals desiring instructional intern placement with our district are required to complete a criminal history document and have a cleared fingerprinting record. Pinellas County Schools reserves the right to refuse placement assignments to individuals convicted of offenses pursuant to FSS 112.011.

HAVE YOU EVER: Been arrested, received a summons or a notice to appear for court, received a criminal traffic citation, been charged, pled nolo contendere or no contest to a charge, paid a fine, had adjudication withheld, entered a pre-trial intervention or diversion program, pled guilty, been found guilty of charges, been convicted, or served time in jail or prison, had charges dismissed, nolle prose, not prosecuted, dismissed dropped or no filed?

PLEASE INITIAL YES OR NO Yes _____ If yes, please list charges below. NO _____

Adult charges/citations from age 18 to present. Do not list sealed/expunged or juvenile records in this section, these charges are requested on page 3.

DATE OF CHARGE	POLICE AGENCY NAME with City & State	NAME OF SPECIFIC OFFENCE (Spell out the charge. Do not use ditto marks)	Is the charge a MISDEMEANOR OR FELONY	DISPOSITION/RESULT

I authorize the Pinellas County School Board to verify my intern placement application including this Criminal History Summary. I have read and understand that the above information will be evaluated to determine my eligibility for placement that was offered to me to be consistent with the safe and efficient operation of the school system and the health, welfare and safety of its students, staff, volunteers and visitors.

Do you agree to maintain CONFIDENTIALITY of student's information? ___ No ___ Yes

By signing below, I agree to the rules and regulations of the intern and volunteer programs and that any product produced while a volunteer shall be the property of the School Board (a work for hire). I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on the school grounds, or a school-sponsored activity. My signature below certifies that I have reviewed the criminal offense statement and responded truthfully. FALSIFICATION OR OMISSION ON AN OFFICIAL PUBLIC DOCUMENT IS A CRIMINAL OFFENSE AND CAN BE PROSECUTED, AND MAY CONSTITUTE GROUNDS FOR DISQUALIFICATION FROM BEING A VOLUNTEER AND/OR INTERN.

X

APPLICANTS SIGNATURE

DATE

PLEASE NOTE: SEALED OR EXPUNGED records MUST BE REPORTED BELOW, PURSUANT TO § 943.0585, F.S. AND § 943.059, F.S. Even if an attorney or a judge told you that you never had to disclose this record, you are required to do so. However, the existence of such records will not be disclosed or made part of your personnel file.

SEALED OR EXPUNGED RECORD(S)

HAVE YOU EVER: Been charged or convicted of a crime and the charge was sealed or expunged?

PLEASE INITIAL YES OR NO: Yes If yes, please list charges below. NO

DATE OF CHARGE	POLICE AGENCY NAME with City & State	NAME OF SPECIFIC OFFENCE (Spell out the charge. Do not use ditto marks)	Is the charge a MISDEMEANOR OR FELONY	DISPOSITION/RESULT

Print Legal Name: _____
Last App. (Jr., Sr.,) First Full Middle Name (Birth)

I verify that the information above is correct and understand that falsification or omission may result in criminal charges as well as the intern placement being denied.

Applicant's Signature _____ Date _____