

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
NON-INSTRUCTIONAL STAFFING  
PRE-CLEARANCE FORM**

For Personnel Records Use Only  
Personnel # \_\_\_\_\_  
Affix Barcode

**TO:** EMPLOYMENT CENTER **FAX #:** 754-321-2372 **PHONE #:** 754-321-2369

***HIRING LOCATION COMPLETES***

**FROM:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_  
(SCHOOL/DEPARTMENT)  
\_\_\_\_\_  
(CONTACT NAME) **PHONE #:** \_\_\_\_\_

**APPLICANT NAME:** (Name *exactly* as it appears on social security card) **VACANCY LISTING DEADLINE DATE:**

**SOCIAL SECURITY #:** \_\_\_\_\_ **PERSONNEL #:** \_\_\_\_\_ **DATE OF BIRTH:** (Month/Day/Year)

**POSITION #:** \_\_\_\_\_ **POSITION TITLE:** \_\_\_\_\_

**EMPLOYMENT TYPE:** (Select *one* only)

PERMANENT  TEMPORARY TO PERMANENT (Create iForm after processing appointment)  
 TEMPORARY OR SUBSTITUTE (No Benefits)  SUBSTITUTE TO PERMANENT (Create iForm after processing appointment)

***SECURITY CLEARANCE/FINGERPRINTING COMPLETES***

**CODE #:** \_\_\_\_\_ **PROCESSED BY:** \_\_\_\_\_ **LOCAL BACKGROUND CHECK DATE:** \_\_\_\_\_

Applicant must complete, sign & return Security Background Check Form *prior* to scheduling processing appointment

***EMPLOYMENT CENTER COMPLETES***

**EMPLOYMENT PROCESSING APPOINTMENT: DATE:** \_\_\_\_\_ **DAY:** \_\_\_\_\_  
**TIME:**  8:15  9:00  10:00  1:00  2:00  \_\_\_\_\_

The Employment Center is located on the ground floor of the K.C. Wright Administration Building, 600 SE 3<sup>rd</sup> Ave, Ft. Lauderdale. Parking in the KCW garage is available. Directions from I-95: Exit Broward Blvd. east to US1, turn right (south) on US1 to SE 7<sup>th</sup> St, turn right (west) to SE 4<sup>th</sup> Ave, turn right (north), parking garage is on the left (half-way up the block).

***REQUIRED FOR EMPLOYMENT PROCESSING***

*Location must advise the hire to access* the Benefits website at <http://www.broward.k12.fl.us/benefits/> to review benefit options that will be selected during the processing appointment.

*Additional documents required for appointment (lack of required documents will delay employment processing):*

- 1. Completed Non-Instructional Staffing Pre-Clearance Form
- 2. Completed PAF (Security Specialists & Campus Monitors must have SIU Director signature)
- 3. Create an iForm (electronic employment change form)
- 4. Copy of expired vacancy listing
- 5. Applicant resume
- 6. Three (3) employment references (completed by hiring location)
- 7. Employment eligibility documents (photo ID such as Drivers License or State ID & work authorization document such as US passport, permanent resident alien card, social security card without "not valid for employment" statement or foreign passport with visa). *Originals only, no copies accepted.*
- 8. Signed social security card (*original only, no copies accepted*)
- 9. Voided check or checking/savings account information for mandatory direct deposit of payroll (*voided check is preferred*)
- 10. Proof of education or other qualifications (high school diploma, official transcripts, test scores, CPR certificate, etc.) as listed in the advertisement
- 11. Payment for fingerprinting with money order, Visa or MasterCard; cash & personal checks are not accepted. Contact Security Clearance at 754-321-2374 for payment amount or additional information.
- 12. Proof of age (student workers only; must be a minimum of 14 years old)

***Lack of Required Documents Will Delay Employment Processing***