

SECURITY CLEARANCE USE ONLY: Local Check: \_\_\_\_\_ Comp. No. \_\_\_\_\_ MO#/CC Type \_\_\_\_\_  
Payment amount \_\_\_\_\_ Order # \_\_\_\_\_

The School Board of Broward County, Florida  
**BACKGROUND SCREENING**

**IMPORTANT – READ BEFORE COMPLETING THIS FORM**

The School Board of Broward County will receive information on all records, including juvenile, that have been sealed, expunged, or where adjudication was withheld. **To omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party will be considered falsification and is a cause for dismissal from employment, consideration for employment, denial of clearance to enter onto school grounds and/or participate in the activity for which this background screening is being conducted.**

**THIS FORM MUST BE TURNED IN PRIOR TO BEING FINGERPRINTED**

NAME: \_\_\_\_\_ SS# \_\_\_\_\_  
*Last First Middle Initial Maiden*

ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_  
*Street APT# City State Zip*

EMAIL ADDRESS: \_\_\_\_\_ CELL: \_\_\_\_\_

**IMPORTANT NOTE**

The intended use of the above email address is to communicate solely with the applicant regarding the background screening.

**FINGERPRINTING INFORMATION**

BIRTHDATE : \_\_\_\_\_ STATE, COUNTRY OF BIRTH: \_\_\_\_\_

GENDER:  Male  Female

RACE: (Select one only)  American Indian or Alaskan Native  Asian  Black or African American  
 White  Native Hawaiian or Other Pacific Islander

ETHNICITY: (Select one only)  Hispanic/Latino  Not Hispanic/Latino

HAIR:  Black  Blonde  Brown  Gray  Red  Bald

EYES:  Blue  Brown  Green  Hazel  Black  Gray HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

At the time of your background screening, fingerprints will be researched by local, state and federal law enforcement agencies. Sealed or expunged records must be revealed to the School Board of Broward County pursuant to F.S. 943.0585. Your employment with the Broward County School District is temporary and probationary pending successful processing of your background. The following questions must be answered truthfully. A "Yes" answer to any of the following questions does not automatically deem you ineligible. However, **to omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party will be considered falsification and is a cause for dismissal from employment, consideration for employment, denial of clearance to enter onto school grounds and/or participate in the activity for which this background screening is being conducted.**

**PLEASE CIRCLE ONE**

Yes No 1. Have you ever been convicted of an offense (misdemeanor or felony) other than a minor traffic violation? (Driving under the Influence [DUI] and Driving while Intoxicated [DWI] convictions are not minor and must be reported.)

“Convicted” has the same meaning as in Florida Statute 943.0435. Specifically, “convicted” means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in this section. Conviction of a similar offense includes, but is not limited to, a conviction by a federal or military tribunal, including courts-martial conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any state of the United States or other jurisdiction. A sanction includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a state prison, federal prison, private correctional facility, or local detention facility.

Yes No 2. Have you ever been found guilty of a criminal offense?

Yes No 3. Have you ever entered a nolo contendere or no contest plea in a criminal proceeding?

Yes No 4. Have you ever had a criminal record sealed?

Yes No 5. Have you ever had a criminal record expunged?

Yes No 6. Have you ever participated in any type of pre-trial intervention/diversion program, including but not limited to community service or probation that resulted in the charges being reduced/dismissed or not prosecuted?

Yes No 7. Have you ever had adjudication withheld in a criminal offense?

Yes No 8. Are there criminal charges currently pending against you?

Yes No 9. Have you ever been imprisoned or jailed in a criminal proceeding?

(Continued on next page)

**PLEASE CIRCLE ONE**

- Yes No 10. Have you ever been placed on probation in a criminal proceeding?
- Yes No 11. Have you ever paid a fine in a criminal proceeding?
- Yes No 12. Have you ever failed to appear in court or forfeited bond in a criminal proceeding?
- Yes No 13. Have you ever had criminal charges pending against that were later dropped, abandoned, dismissed or nolle prosequi ?
- Yes No 13. Are you currently on probation or parole?

**If you answered "Yes" to any of the previous questions (1-13), you must fully explain below and/or use an additional sheet of paper, if necessary.**

**EXAMPLES OF CRIMINAL OFFENSES:** Assault, battery, disorderly conduct, domestic violence, DUI/DWI, fraud (welfare/food stamps) loitering, prostitution/solicitation, robbery, shoplifting, theft (grand/ petty), trespassing, worthless checks. **NOTE:** This is not a complete list and is intended to provide examples only. You must list all convictions including juvenile incidents and those in which adjudication was withheld and/or records were sealed/expunged.

**PLEASE CIRCLE ONE**

- Yes No 14. Have you ever had a teaching certificate revoked or suspended? If yes, in what state and when? \_\_\_\_\_
- Yes No 15. Have you ever had sanctions placed on your teaching certificate for any reason?
- Yes No 16. Have you ever been denied a teaching certificate anywhere?
- Yes No 17. Is disciplinary action currently pending anywhere against your teaching certificate?
- Yes No 18. Are you currently under investigation by any local, state or federal agency or entity for any wrong doing, either criminal, civil or administrative?
- Yes No 19. Have you ever been dismissed or asked to resign from employment? (Please explain below.)

**If you answered "Yes" to any question above, you must fully explain below. Additionally, you must provide the police report/incident report and the court's final disposition (including your plea and sentencing) for each incident. If the documents are no longer available, the respective agency and/or court must provide you a statement on their letterhead that indicates the documents are no longer available. \*\*Note – your file will not be processed until all documents are received.**

**INCIDENT #1 (Request 2nd sheet if more than one incident)**

If Arrested, Where?: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Offense: \_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

\_\_\_\_\_

Final Disposition: \_\_\_\_\_

By signing this document, I certify that I have carefully read and fully understand each question and that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information, omission of any information requested or any misrepresentation of information requested. I also understand that my fingerprints will be submitted to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a **complete** fingerprint based criminal history check.

By my signature, I authorize the Broward County School Board to conduct any investigation necessary to verify all information identified on this form. My signature on this document provides for the release of any sealed or expunged records in my name by any court. Included in this grant of authority is my permission to contact any and all former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the Security Clearance Office. **All monies received as part of the fingerprinting process are non-refundable.**

**By my signature, I certify that I know, understand, and agree that any false statement or omission of information requested is a cause for dismissal from employment, consideration for employment, denial of clearance to enter onto school grounds and/or participate in the activity for which this background screening is being conducted.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

Job Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

# ADDITIONAL CRIMINAL RECORD INFORMATION

Name \_\_\_\_\_ Soc Sec No. \_\_\_\_\_

## INCIDENCE #2

If Arrested, Where?: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

Offense: \_\_\_\_\_

Final Disposition: \_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

## INCIDENCE #3

If Arrested, Where?: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

Offense: \_\_\_\_\_

Final Disposition: \_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

**INCIDENCE #4**

If Arrested, Where?: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

Offense: \_\_\_\_\_

\_\_\_\_\_

Final Disposition: \_\_\_\_\_

\_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INCIDENCE #5**

If Arrested, Where?: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_

Offense: \_\_\_\_\_

\_\_\_\_\_

Final Disposition: \_\_\_\_\_

\_\_\_\_\_

Please provide detailed explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_