



SCHOOL DISTRICT OF ESCAMBIA COUNTY
Department of Human Resources
75 North Pace Boulevard, Pensacola, FL 32505
Phone: (850)429-2914 Fax: (850)469-6264

ESCAMBIA COUNTY SCHOOL DISTRICT Vendor (Level 2)

The partial list below provides the guidelines which may disqualify vendors (with student contact) from employment.

Offenses from the list below may result in the denial of employment with the Escambia County School District.

- A. Employment Screening Standards, State of Florida under Sections [435.04](#), Florida Statutes.
- B. Enrollment in or failure to successfully complete a pre-trial diversion or intervention program for a disqualifying offense.
- C. Any omission, misrepresentation or falsification of information listed on any employment application or documents related to employment.

Other Information

Applicants who have pending criminal charges for an offense which would disqualify the applicant from employment, may currently be on probation, or participating in a program for first offenders as a result of the offense, will be automatically disqualified from employment until resolution of the charge(s) or if there is a conviction or failure to successfully complete the program. Also, offers of employment may be suspended, postponed, or withheld pending final disposition of the charges through the judicial process. In addition, offenses in which Youthful Offenders status was applied or where adjudication was withheld are considered convictions and shall be used in making employment decisions except under pre-trial diversion programs that are completed.

NOTE: All applicants have the right to appeal before the Human Resources Appeals Committee.

Applicant Background Check Form: ☐ By checking this box, I am
affixing my electronic signature

APPLICANT FULL LEGAL NAME

At the time of employment your fingerprints will be researched by local, state, and federal law enforcement agencies. **Sealed or expunged records must be revealed to the School Board of Escambia County pursuant to Sections [943.0585](#) and [943.059](#),** Florida Statutes. Your employment with the Escambia County School District is temporary and probationary pending successful processing of your fingerprints. The following questions must be answered truthfully. A 'Yes' answer to any of the following questions, does not automatically keep you from being hired. Your omission or falsification of any criminal history (misdemeanor or felony), including juvenile incidents, will result in your immediate termination. See above for examples of criminal offenses.

Initial here

Check the appropriate answer:

- | | | | |
|--|----------------------------|--------------------------|---|
| 1. Have you ever been convicted of an offense other than a minor traffic violation?
(DUI and DWI convictions are not minor and must be reported.) | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 2. Have you ever been found guilty of a criminal offense? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 3. Have you ever entered a nolo contendere or no contest plea in a criminal proceeding? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 4. Have you ever had a criminal record sealed? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 5. Have you ever had a criminal record expunged? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 6. Have you ever participated in any type of pre-trial intervention program or had adjudication withheld in a criminal offense? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 7. Are there criminal charges currently pending against you? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 8. Have you ever been imprisoned or jailed in a criminal proceeding? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 9. Have you ever been placed on probation or parole? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 10. Have you ever paid a fine in a criminal proceeding? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 11. Have you ever failed to appear in court or forfeited bond in a criminal proceeding? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |
| 12. Have you ever been subject to a trespass warning or restraining order? | <input type="checkbox"/> Y | <input type="checkbox"/> | N |

Other Information/Explanation

Note: Pursuant to Sections [943.0585](#) and [943.059](#), Florida Statutes, persons to be employed in a position having direct contact with children must answer question 4, 5, and 6. The School Board of Escambia 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 your attorney or the Court will be considered falsification of your application and will result in your being terminated. If you wish to seek counsel prior to completing this section, you may take this application with you.**

By my initials, I certify that I have carefully read and fully understand each question.

Initial here

Arrest

Date	Arresting Agency	Where Arrested	Offense	Final Disposition

EXAMPLES OF CRIMINAL OFFENSES: Assault/battery, auto theft, 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 arrests including juvenile incidents and those in which adjudication was withheld and/or records were sealed/expunged.

Initial here

By putting my initials here, _____, I certify that all information contained herein is true and accurate. **My initials further certify 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 criminal history back ground check.**

By signing my initials I authorize the Escambia County School Board to conduct any investigation necessary to verify all information identified on this form. My initials on this documents 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 Human Resource Department. All fees received as part of the fingerprinting process are non-refundable.

By my initials I certify that I know, understand, and agree that any false statement or omission of information requested will result in my immediate termination.

Initial here