

HAND-WRITE OR TYPE THIS APPLICATION

You can print this document out and then hand-write in the information or you can type into it and then print it out. You press the tab key to move through the document.

If you do not own the full version of Adobe Acrobat software, you will not be able to save the application with the information that you type in.

Although you can type the entire application before printing, it is recommended that you print each page after you finish filling it out so that you do not accidentally lose the information that you type in it.

Nap Ford Community School

P.O. Box 2031
32802-2031

Orlando, Florida
(407) 245-8711

648 W. Livingston Street
32801

ATTENTION ALL APPLICANTS: Read this page 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 done. A prior criminal record may or may not result in your disqualification for employment with the school board.

A failure to disclose your record on your application for employment WILL disqualify you from employment.

You must list on your application for employment **ALL** adult or 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.) **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. You should not rely on an attorney, judge, or other third party telling you your record does not exist, or that you do not have to disclose such information. If you had a prior arrest and/or conviction or criminal court involvement, you are directed to check your criminal record **BEFORE** submitting your application for employment to the school board.

Nap Ford Community Schools Personnel Hiring Statement

All candidates for employment with NFCS will be fingerprinted and a criminal history check completed. In Florida the entire arrest record is revealed to school districts, including sealed and/or expunged records and military court proceedings. Applicants must disclose this information even if told differently by a lawyer, judge, or other law enforcement individual. If you were given this information by a judge then those written instructions would need to be provided to NFCS. Prior criminal records may or may not result in disqualification for employment; however, failure to disclose this information will disqualify you for employment. Information that must be disclosed includes any offense that occurred **whether as a juvenile or adult**; therefore all adult and juvenile offenses must be listed.

An applicant's criminal history includes any offense for which the applicant posted bail; entered a pre-trial diversion program, pre-trial intervention program, teen or drug court or juvenile program; had adjudication withheld, was convicted or found guilty; was placed on probation; pled guilty or no contest; was jailed or imprisoned; or appeared in court; as a juvenile or adult. Sealed records, expunged records and military court proceedings must be disclosed. Note: DUI and reckless driving are criminal offenses.

The criminal offenses listed below will render applicants **ineligible for employment** with Nap Ford Community School.

WILL NOT HIRE – Felony convictions including, but not limited to the following:

- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Murder
- Manslaughter, aggravated manslaughter of an elderly person, disabled adult, or child
- Vehicular homicide
- Killing an unborn child by injury to the mother
- Assault of a minor
- Aggravated assault
- Battery of a minor
- Aggravated battery
- Battery on a detention or commitment facility staff member
- Kidnapping
- False imprisonment
- Taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
- Carrying a child beyond state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Exhibiting a firearm or weapon within 1,000 feet of a school
- Possessing an electric weapon or device, destructive device, or other weapon on school property
- Sexual battery
- Prohibited acts of persons in familial or custodial authority
- Prostitution
- Lewd and lascivious behavior
- Lewd and indecent exposure
- Arson
- Theft, robbery, and related crimes if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense is a felony
- Abuse, aggravated abuse, or neglect of an elderly person or disabled adult

- Lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Exploitation of an elderly person or disabled adult, if the offense was a felony
- Incest
- Child abuse, aggravated child abuse, or neglect of a child
- Contributing to the delinquency or dependency of a child
- Negligent treatment of children
- Sexual performance by a child
- Resisting arrest with violence
- Depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
- Aiding in an escape
- Aiding in the escape of juvenile inmates in correctional institutions
- Obscene literature
- Encouraging or recruiting another to join a criminal gang
- Drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
- Inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
- Harboring, concealing, or aiding an escaped prisoner
- Introduction of contraband into a correctional facility
- Sexual misconduct in juvenile justice programs
- Contraband introduced into detention facilities
- All felony drug related convictions

MAY BE CONSIDERED IF CHARGE IS MORE THAN FIVE YEARS OLD

- Misdemeanor drug or paraphernalia
- Resisting arrest

MAY BE CONSIDERED ON A CASE BY CASE BASIS

- Cases pending
- Domestic violence
- Multiple arrests
- On probation (Crimes not listed above)
- City ordinances/criminal traffic offenses not listed above
- Any misdemeanor crime not listed above

NOTE: If you are considered eligible for hire under the above guidelines, this eligibility does not guarantee employment with Nap Ford Community School.

NAP FOPRD COMMUNITY SCHOOL

P.O. Box 2031
32802-2031

Orlando, Florida
(407) 245-8711

648 W. Livingston Street
32801-1127

EDUCATIONAL PARAPROFESSIONAL APPLICANTS

IMPORTANT INFORMATION

PLEASE READ CAREFULLY

Educational paraprofessionals work with students individually or in small groups providing instruction in academic areas or other education-related activities. Other responsibilities include leading and supervising a variety of developmentally appropriate activities as assigned by the teacher.

List of all educational paraprofessional positions
• Educational Paraprofessional Basic
• Educational Paraprofessional Pre K
• Educational Paraprofessional Bilingual
• Educational Paraprofessional Physical Education
• Educational Paraprofessional Computer Lab
• Educational Paraprofessional Exceptional Education
• Educational Paraprofessional Severely Handicapped
• Program Assistants

If you have earned at least 60 semester hours from an institution of higher education OR have an Associate's degree or higher you may be eligible for a "certified" educational paraprofessional position. Educational paraprofessional positions at the district's Title I schools require a "certified" status. Educational paraprofessionals for Nap Ford Community School may be eligible to earn a higher rate of pay. To apply for the "certified" job title you must submit official transcripts (or readable copies) from all colleges/universities attended validating your education background. Official transcripts are defined as the academic record with the signature of the registrar and the seal of the school.

List of educational paraprofessional positions that are eligible for a higher rate of pay if the above requirements are met:
• Educational Paraprofessional Basic
• Educational Paraprofessional Bilingual
• Educational Paraprofessional Computer Lab
• Educational Paraprofessional Exceptional Education
• Program Assistants

Please submit your transcripts to the attention of the "Classified Application Section" in Personnel Services. Upon review and approval of your transcripts, your employment application will be processed as "certified educational paraprofessional". Title I schools will be notified when you have completed the application process as a "certified" applicant. You may obtain a current list of Title I schools from the district office.

Thank you for your interest in Nap Ford Community School.

Nap Ford Community School

1APP

648 W. Livingston Street
Orlando, FL 32801

ATTENTION APPLICANTS: Read directions carefully and complete application in its entirety.
Your application will not be considered unless it is fully completed.

Complete all sections. A B C D

- Please print in **black ink** or type. Indicate subject area(s) for which you are applying. **Please complete application form in the name that appears on your social security card.**

Optional: Racial/Ethnic information used for statistical reporting.

- White, Non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.
- Black, Non-Hispanic:** A person having origins in any of the original peoples of Sub-Saharan Africa.
- American Indian/Alaskan Native:** A person having origins in any of the original peoples of the Western Hemisphere.
- Hispanic:** * A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian/Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands.

** If Hispanic, this category is to be used instead of White, Black, etc.*

- You are required to complete this section, **even if you choose to attach a resumé.** (For additional space, a supplemental page is provided on the back of the application.) E
- Answer all questions in this section. F
- Answer all the questions in this section and provide all necessary documentation. A supplemental page is attached for additional space. G
 - **Please answer all yes and no questions.** H
 - If you have other skills and activities, complete this section. I
 - You must provide a written statement. J
 - You must **read carefully** before signing page 6. K
 - Administrative References. L

REFERENCES: You are required to provide at least two references to be considered for employment. (See attached reference information sheet.) Two NFCS reference forms are provided with this application. (Additional references may be requested.)

___ Non-Instructional
___ Instructional
___ Administrator

For Personnel Use Only

**APPLICATION FOR EMPLOYMENT
NAP FORD COMMUNITY SCHOOL
PERSONNEL SERVICES
648 W. LIVINGSTON STREET, ORLANDO, FL 32801**

The Nap Ford Community School is an equal opportunity employer. Discrimination on the basis of race, color, age, sex, religion, national origin, disability, or veteran's status is prohibited. Date of birth, race, sex, veteran's status information are used for state and federal reporting and employment requirements.

Date of Application: _____ 20_____

For Personnel Use Only

Date Available to start work: _____

Applicant # _____

Non-Instructional
Check desired position below:
 Clerical
 Custodian
 Food Service
 Educational Paraprofessional
Certified Educational Professional/ Program Assistant (must match transcripts)
 Extended Day
 Maintenance

Instructional
 Classroom Teacher
 Grades _____
 Curriculum Teacher
 Resource Teacher

Administrative
Position applying for:

Substitute
 Custodian
 Food Service
 Teacher

Other _____

Posted in SAP _____
 EFC _____
 Processed _____
 SAP _____ CICS _____
 Records _____ ER _____
 FP _____

Personal Data

Name _____
 (Last) (First) (Middle)

List any other names that you are known by: _____

Social Security Number #: _____ Date of Birth _____

Are you 18 years of age or older? Yes No Email Address: _____

Present Address _____
 (Number/Street) (City) (State) (Zip) (Telephone)

Permanent Address _____
 (Number/Street) (City) (State) (Zip) (Telephone)

Emergency Contact _____ Relationship _____

Emergency Phone (_____) _____

Are you a Veteran? Yes No
 If yes, please complete Veteran Preference Form GB0088/48/50Y and attach copy of DD214

Are you a U.S. Citizen? Yes No
 If no, country of citizenship _____
 Are you legally authorized to work in the U.S.? Yes No

Optional Data: Date of Birth _____

_____ Male _____ White, Non-Hispanic _____ Black, Non-Hispanic _____ Asian, Pacific Islander
 _____ Female _____ American Indian, Alaskan Native _____ Hispanic

Racial/Ethnic information used for statistical reporting.

B Have you ever been employed by the Orange County School Board? Yes _____ No _____

Under what name (if changed) _____

If yes, name of work location _____

Position _____ Date from: _____ Date to: _____

Reason no longer employed with OCPS _____

Are you an officer, owner, or partner of a current vendor of the School Board of Orange County? Yes ___ No ___

C How did you obtain this application?

1. By mail _____ 2. From Personnel _____

3. Job Fair/Recruitment Trip _____ 4. Web Application _____

D **EDUCATION**
(Circle the Highest Grade Completed.)

ELEMENTARY, MIDDLE OR HIGH SCHOOL											
1	2	3	4	5	6	7	8	9	10	11	12
Type of School	Name and Address		Dates Attended From/To Month/Day/Year		Graduated or Rec'd Degree Month/Day/Year		If Applicable, Answer Below				
High School or Last School Attended							If you did not graduate, do you have a GED certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date issued: _____ (Month/Day/Year)				
Business/Trade/Technical School							Major Field of Study _____ Courses completed: _____				

COLLEGE/UNIVERSITY TRAINING
(Complete Entire Section)

Name of School or Institution and Address	Major	Minor	Type of Degree Received	Number of Credit Hours Completed	Date of Graduation Month-Day-Year	If No Degree, Dates Attended Month-Day-Year
College/University Community/Junior College						
College/University Community/Junior College						
College/University Community/Junior College						

E **EMPLOYMENT HISTORY WITHIN THE LAST 10 YEARS**
(List chronologically with the most recent experience first. Account for each year, including gaps in employment. Use Supplemental Page Section F attached, if needed.)

Dates		Name/Address/Telephone Number of Employer	Description of Duties
From (Month/Year)	To (Month/Year)	Name _____ Address _____ Telephone Number _____ Name of Immediate Supervisor _____ Title of Immediate Supervisor _____	Job Title _____ Duties _____ Reason for Leaving _____
_____	_____		

Last Name _____ First Name _____ Social Security Number _____

E**Continued**

From (Month/ Year) _____	To (Month/ Year) _____	Name _____ Address _____ Telephone Number _____ Name of Immediate Supervisor _____ Title of Immediate Supervisor _____	Job Title _____ Duties _____ Reason for Leaving _____
From (Month/ Year) _____	To (Month/ Year) _____	Name _____ Address _____ Telephone Number _____ Name of Immediate Supervisor _____ Title of Immediate Supervisor _____	Job Title _____ Duties _____ Reason for Leaving _____
From (Month/ Year) _____	To (Month/ Year) _____	Name _____ Address _____ Telephone Number _____ Name of Immediate Supervisor _____ Title of Immediate Supervisor _____	Job Title _____ Duties _____ Reason for Leaving _____
From (Month/ Year) _____	To (Month/ Year) _____	Name _____ Address _____ Telephone Number _____ Name of Immediate Supervisor _____ Title of Immediate Supervisor _____	Job Title _____ Duties _____ Reason for Leaving _____

*Use supplemental page if needed.***F****WORK PERFORMANCE INFORMATION**

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 or organization, including the 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 Supplemental Page Section F attached to this Application.)

Last Name _____

First Name _____

Social Security Number _____

G

**CRIMINAL RECORD INFORMATION
ALL APPLICANTS PLEASE READ VERY CAREFULLY**

Pursuant to Florida Statute 1012.32 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.)**

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 which has been sealed and/or expunged, you are required to disclose said record and where and when 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, your employment WILL be terminated or the offer of employment rescinded. Therefore, you are cautioned to assure the accuracy of the information you provide on your application for employment before its submission.

NOTE: This is not a complete list and is intended to provide examples only. You must list all convictions, including those in which adjudication was withheld and/or records were sealed/expunged.

- Yes No 1. Have you ever (as a juvenile or an adult) at any time been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported.)
- Yes No 2. Have you ever (as a juvenile or an adult) at any time been found guilty of a criminal offense?
- Yes No 3. Have you ever (as a juvenile or an adult) at any time entered a nolo contendere or a no contest plea?
- Yes No 4. Have you ever (as a juvenile or an adult) at any time had a criminal record sealed?
- Yes No 5. Have you ever (as a juvenile or an adult) at any time had a criminal record expunged?
- Yes No 6. Have you ever (as a juvenile or an adult) at any time had adjudication withheld in a criminal offense?
- Yes No 7. Have you ever (as a juvenile or an adult) at any time been imprisoned or jailed in a criminal proceeding?
- Yes No 8. Have you ever (as a juvenile or an adult) at any time been placed on probation in a criminal proceeding?
- Yes No 9. Have you ever (as a juvenile or an adult) at any time failed to appear in court or forfeited bond in a criminal proceeding?
- Yes No 10. Have you ever (as a juvenile or an adult) at any time been confirmed as a child abuser by any agency? EXPLAIN on separate sheet.
- Yes No 11. Have you ever (as a juvenile or an adult) at any time been enrolled in a pretrial diversion/pretrial intervention program, teen or drug court program; or juvenile program? (Please be advised that your response to this question includes the requirement to list participation in any Court ordered, approved or authorized program, or participation in any other alternative program for violation of any law, including but not limited to Teen or Drug Court or juvenile program.)
- Yes No 12. Are there criminal charges currently pending against you other than a noncriminal 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. Pursuant to Florida Statute 943.059 Criminal History Record Expunction or Sealing, persons to be employed in a position having direct contact with children must answer questions 4 and 5. 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 termination of employment or the offer of employment rescinded.

- If yes to any question #1-12 above, (1) Complete information below. (Use Supplemental Section G attached, if necessary.)**
(2) Attach a detailed letter of explanation.
(3) Attach arrest report for each arrest(s)
(4) Attach court documents verifying the disposition of each arrest(s) and conviction(s).

Date	Location of Arrest	Nature of Charge	Disposition/Outcome

I have read and understand the above and have provided correct information.

Social Security Number _____ Signature of Applicant _____

H

MOTOR VEHICLE RECORD

(Your application will not be considered without this information.)

Driver License Number _____ State _____

Do you possess a valid commercial driver's license (CDL) Yes No

If you possess a CDL, list class of CDL and endorsements.

Class _____ Endorsements _____

1. Have you received a traffic citation (other than parking) within the past ten years? Yes No

2. Have you received a speeding ticket in the last three years? Yes No

If yes, were you traveling in excess of 21 mph over the posted limit?

3. Have you ever had a license suspended or revoked? Yes No

4. Have you ever had automobile license withdrawn or revoked, or have you ever been refused automobile insurance? Yes No

If yes to above questions, please give details below. (See Supplemental Page if needed.)

Date	Name of County/State	Nature of Charge	Disposition/Outcome

I

SKILLS

Typing _____ Data Processing _____ Approximate Speed: Typing _____ WPM
 Accounts Payable _____ PBX Operator _____ Shorthand _____ WPM
 Payroll Comp. _____ Programmer _____ Speedwriting _____ WPM
 Bookkeeping _____ Terminal Operator _____
 Spreadsheets _____ Word Processing _____
 Networks _____ Database Applications _____

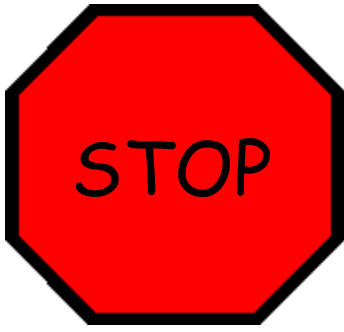
Do you hold any certificates and/or licenses (ex: LPN, RN, Occupational Therapist, Building Code Inspector, etc.)? Yes No

If yes, please attach copies.

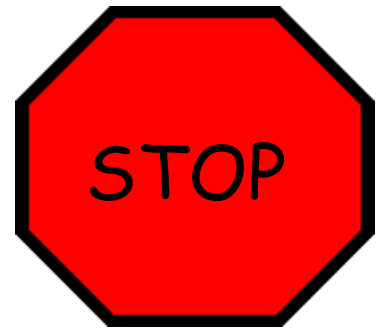
Do you speak or read a language other than English (including sign language)? Yes No

If yes, please list _____

Last Name _____ First Name _____ Social Security Number _____



APPLICATION CHECKLIST



To better assist you in the process of completing your employment application, please check your application thoroughly and verify that all sections pertaining to the position for which you are applying have been addressed. If you check an area that requires you to provide additional documents, you must ensure that appropriate documentation is attached prior to submitting.

CHECK IF COMPLETED

	Sections A, B, C, D - all sections must be completed.
	Section E - Ten years of employment/unemployment is accounted for on the application. You must include any periods of time that you were not employed. **A resume alone is insufficient.
	Section F - Work performance questions answered and details are provided on the supplemental page - if applicable.
	Section G - All questions answered and necessary documents attached.
	Section H - All motor vehicle questions are answered.
	Section I - Other skills are listed.
	Section J - A statement in your own words is provided.
	Section K - The applicant agreement has been read, understood and signed.
	Section L - Administrative (managerial) applicants only - six references are provided.
	REFERENCES - You must attach to your employment application the following prior to submitting to Personnel. <ul style="list-style-type: none"> • Two references from your most recent supervisors, if applying for a non-instructional position. (See Reference Instruction Sheet for details.)
	SIGNATURE/NAME - Required at the bottom of every page with SSN

Thank you for submitting your application for employment to Nap Ford Community School. Your application will be reviewed and if additional information is needed you will be notified.

Signature

Social Security Number

Date

J

STATEMENT

In your own words, provide a brief statement of your desire to become employed with Nap Ford Community School.

K

AGREEMENT

- I understand that if I receive and accept a job offer from Nap Ford Community School (NFCS), **my employment will not become effective until I have passed an examination which includes tests for the detection of controlled substances.** I agree to submit to this examination and authorize the provider to inform NFCS of the results.
- I hereby authorize my former and present employers and/or each college and university that I have attended to provide any and all information requested by Nap Ford Community School regarding my employment or student history, and information regarding my suitability for employment. I further waive and release the Nap Ford Community School Board and its employees from any and all claims or causes of action resulting from the disclosure of any such information.
- **I understand that this application will be active for one year at which time a new one will need to be completed. I understand that if an offer of employment is made beyond 90 days of completion of this application, that I will be required to provide updated information on any area of the application that has changed.**
- **REFERENCES:** You are required to provide at least two references to be considered for employment. Two NFCS reference forms are provided with this application. *(See attached Reference Information Sheet.)*

Send to: NFCS Personnel Staffing, 648 W. LIVINGSTON STREET, ORLANDO, FL 32801

I agree and understand that any omissions, incorrect, or false statements anywhere in this application will constitute reason(s) for refusal to hire or dismissal. I also understand that it is my responsibility to provide all required documents to Personnel and unless this application is completed in detail, it will not be considered for employment.

Signature of Applicant: _____

Date _____

Social Security Number _____

L

REFERENCES
(for administrative applicants only)

List below six **professional** references from whom we can obtain firsthand knowledge of your ability, character and personality. ADDRESSES AND PHONE NUMBERS MUST BE CORRECT, LEGIBLE AND COMPLETE.

Name	Official Position	Phone #	Present Address (Street, Box, City, State and Zip Code)

Last Name

First Name

Social Security Number

References/Evaluations Information (Non-instructional Applications)

To better assist you in the process of completing your employment application, please refer to the definitions of the necessary documents needed to complete your employment application:

- If you have indicated employment history (work experience) you must submit **TWO references or current performance reviews/evaluations.**

References must be completed on the Nap Ford Community School reference form **OR** you may submit copies of your current performance reviews/evaluations. A letter of reference is acceptable **ONLY** if it is submitted on the employer's letterhead and must be signed and dated by your supervisor.

- ***Reference One:*** Needs to be from your **current/most recent** employer: This reference must be completed by your supervisor/manager as indicated on the employment history section of your application.
- ***Reference Two:*** Needs to be from the employer **prior to the most recent** one submitted: This reference must be completed by your supervisor/manager from your prior to most recent employer as indicated on the employment history section of your application.
- **NOTE:** If you have been employed by the same company for more than 2 years you may submit a second reference from a previous supervisor/manager in addition to the reference from your current supervisor.

- **Self-Employment/Family Owned Business:** You will need to provide (2) professional references from clients, customers or vendors that can verify your business and provide a recommendation of services provided.
- **If no employment history within the last 10 years:** You will need to submit (2) professional references. (Example: volunteer experience, character reference from doctor, lawyer, pastor, etc (not a family member)).

Upon review of your employment application additional references may be requested.

Name of Applicant _____ Social Security Number _____ I authorize you to provide the Nap Ford Community School Board with information regarding my suitability for employment. Signature of Applicant _____ Position applying for: _____	Name of Evaluator _____ Phone Number _____ Title _____ School/Business _____ Signature of Evaluator _____
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TO BE COMPLETED BY THE EVALUATOR

The person named above has applied for a position in the Nap Ford Community School System and listed you as a reference. Please complete the sections below and return this reference form to the address listed below as quickly as possible.

Check one of the following: _____ CURRENT EMPLOYER _____ PROFESSIONAL REFERENCE
 _____ FORMER EMPLOYER

PROFESSIONAL/PERSONAL QUALITIES	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Quality of Work / Work Habits					
Ability to Work with Others					
Ability to Learn					
Dependability / Attendance					
Attitude					
Judgement / Common Sense					
Initiative					
Appropriate Professional Appearance					

PLEASE PROVIDE REQUESTED INFORMATION BELOW:

1. I have known the applicant: _____ as a student _____ as an employee _____ professionally _____ as a relative
2. Dates of employment and/or time you have known applicant: _____ to _____ and/or number of years _____
3. What was the applicant's position in your school or business? _____
4. Did you supervise this applicant? YES _____ NO _____
5. If applicant left your employ, why? _____
6. Were any disciplinary actions initiated with the applicant? _____
7. If a vacancy existed in your school or business for which the applicant was qualified, would you recommend him or her for employment? YES _____ NO _____

Additional Comments: *(Use additional paper if necessary)*

Signature of Evaluator _____ Date: _____

This form will be shown to applicant or other member of the public only upon specific request, in compliance with Florida Statute 119, Public Records Law

You may FAX this Reference Form to (407) 650-8355 or return it in your company/school letterhead envelope to:

NFCS Personnel Staffing, 648 W. LIVINGSTON STREET, ORLANDO, FL 32801



To: **NFCS Personnel Services**

Fax #: **(407) 650-8355**

From: _____

Date Sent: _____

Time Sent: _____

Comments: _____
