



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES
DIVISION OF NON-INSTRUCTIONAL STAFFING
1500 BISCAYNE BOULEVARD, SUITE 140
MIAMI, FLORIDA 33132**

APPLICATION FOR EMPLOYMENT -- NON-INSTRUCTIONAL POSITION

Applicant's Name _____
(Last) (First) (Middle Initial)

Former Last Name(s): _____

Type of Position(s) Desired: 1. _____ 2. _____ 3. _____

Address: _____ (_____) _____
(Number) (Street) (City, State, Zip) (Telephone)

1. Do you have a current Florida Operator's or Class E Driver's License? Yes No

2. Do you have a current Florida Commercial Driver's License (CDL)? Yes No If Yes, indicate class below.
 Class A Class B Class C Class D (non-commercial) Chauffeur's License

3. Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation (**DUI is NOT a minor traffic violation**); or are there any criminal charges now pending against you? **SEALED or EXPUNGED records must be reported pursuant to ss. 943.0585 and 943.059, F.S. Failure to answer this question accurately could cause denial/termination of employment. A YES or NO answer is required by Florida Law.** If you check the YES box, you must provide an original/certified copy of the disposition for each charge. Please attach a separate sheet if you need more space.
 Yes No

CITY WHERE ARRESTED	STATE	DATE(S) OF ARREST	CHARGE(S)	DISPOSITION

4. Have you ever been removed or dismissed from any position? Yes No
If answer is Yes, explain and include date of dismissal. _____

5. Are you or have you ever been a member of the Florida Retirement System? Yes No
Have you ever retired from any of the State of Florida Retirement Systems? Yes No
If answer is Yes, provide effective date of retirement. _____
(Month) (Year)

6. EMPLOYMENT RECORD - List most recent employment first.

POSITION	DATES		FIRM/ORGANIZATION	ADDRESS OF EMPLOYER	TOTAL EMPLOYMENT YEARS
	FROM	TO			

Have you ever been employed by Miami-Dade County Public Schools? Yes No

If yes, When? _____

Position Title: _____ Department: _____

Employee No.: _____ Under what name? _____

EMPLOYMENT HISTORY

District Procedures prohibits the direct supervision of an employee by a relative. Are you related to any person now employed by Miami-Dade County Public Schools?

Yes No If yes, write the name of relative(s), relationship, and work location. (Attach a list, as necessary)

RELATIVE'S NAME	RELATIONSHIP	WORK LOCATION

7. EDUCATION

NAME OF SCHOOL AND LOCATION	DATES ATTENDED		LAST GRADE COMPLETED	MAJOR SUBJECTS
	FROM	TO		

8. List machines, equipment and other duties which you have had either training and/or experience.

EQUIPMENT AND/OR DUTIES	TRAINING	EXPERIENCE	EQUIPMENT AND OR DUTIES	TRAINING	EXPERIENCE

9. PERSONAL REFERENCES

NAME AND TITLE	STREET ADDRESS			TELEPHONE (AREA CODE) NUMBER
	CITY	STATE	ZIP	

10. FOR APPLICATION FOR NON-INSTRUCTIONAL POSITION

I am aware and understand that Miami-Dade County Public Schools adheres to numerous policies and procedures which would include but are not limited to:

- Fingerprinting of all employees upon application and employment (Board Rule 6Gx13-4C-1.021 and Florida Statute 1012.32)
- Equal Opportunity Employment and Assignment Board Rule 6Gx13-4A-1.01
- Miami-Dade County Public Schools Drug-Free Work Place Policy
- Drug Screening Requirement
- Tobacco-Free Work Place Policy

- I declare that if I am employed by the School Board of Miami-Dade County, Florida, and am a recipient of public funds as such an employee, I do hereby solemnly swear or affirm that I will support the Constitution of the United States of America and the State of Florida.

- I agree that any omissions or false statements anywhere in this application will constitute reason for dismissal. I also understand that unless this application is completed in detail, it will not be considered.

(Signature of Applicant)

(Date)

RETURN COMPLETED APPLICATION TO:

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Board Rules for M-DCPS Staff

The Office of Human Resources values the important role instructional and support personnel provides to the educational environment. It seeks to attract and retain highly qualified individuals who are motivated and can perform the complex tasks required to foster excellence in a community of learners, while exhibiting the highest degree of professionalism, integrity, and ethical behaviors. To this end, all our applicants are required to familiarize themselves with the following School Board Rules and employment expectations (listed in numerical order):

Politics - Participation of Staff	6Gx13- <u>1C-1.06</u>
Gifts to School Personnel	6Gx13- <u>1C-1.08</u>
General Personnel Policy Statement	6Gx13- <u>4-1.01</u>
Drug-Free Workplace General Policy Statement	6Gx13- <u>4-1.05</u>
Tabacco - Free Work Places	6Gx13- <u>4-1.06</u>
Violence in the Workplace	6Gx13- <u>4-1.08</u>
Employee - Student Relationships	6Gx13- <u>4-1.09</u>
Equal Opportunity Employment and Assignment	6Gx13- <u>4A-1.01</u>
Assignment - Members of Same Family	6Gx13- <u>4A-1.18</u>
Responsibilities and Duties	6Gx13- <u>4A-1.21</u>
Conflict of Interest	6Gx13- <u>4A-1.212</u>
Code of Ethics	6Gx13- <u>4A-1.213</u>
Separation - Dismissal or Suspension - All Personnel	6Gx13- <u>4A-1.302</u>
Discrimination/Harassment: Complaint Procedures for Employees	6Gx13- <u>4A-1.32</u>
Fingerprinting of All Employees	6Gx13- <u>4C-1.021</u>
Compliance with Copyright Laws and "Fair Use" Guidelines	6Gx13- <u>4C-1.063</u>
Employment - Nonschool	6Gx13- <u>4C-1.17</u>
Nonschool Employment	6Gx13- <u>4C-1.18</u>
Absences and Leaves	6Gx13- <u>4E-1.01</u>
Corporal Punishment-Prohibited	6Gx13- <u>5D-1.07</u>
Acceptable Use Policy for the Exploration and Utilization of the Internet as a Tool for Learning	6Gx13- <u>6A-1.112</u>

M-DCPS Board Rules Specific to Non-Instructional Staff

Non-School Employment - Non-Instructional Employees	6Gx13- <u>4C1.171</u>
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** A full listing and description of all School Board Rules may be accessed at <http://www.dadeschools.net/board/rules/>