



# HIRING GUIDELINES

## Privacy Statement



**Review the guidelines below, which serve as conditions of hire and continued employment with Archimedean Schools.**

\*I understand that I must list ALL adult or juvenile misdemeanors, felonies, military court proceedings, 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 I have a prior criminal record/arrest that has been sealed and/or expunged, I am required to disclose said record and where it occurred.

\*I understand that if I fail to disclose my criminal record on my application for employment, I WILL be disqualified for employment. In the event I fail to list any adult or juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations AND my fingerprint check evidences any adult or juvenile misdemeanors, felonies, or other criminal offenses other than non-criminal traffic violations, my employment WILL be terminated or the offer of employment rescinded.

\*Therefore, I understand that I am cautioned to assure the accuracy of the information I provide on my application for employment before its submission. I should not rely on an attorney, judge, or other third party telling me my criminal record does not exist, or that I do not have to disclose such information. If I had a prior arrest and/or conviction or criminal court involvement, I am directed to check my criminal record BEFORE submitting my application for employment to the school board. Miami-Dade County Public Schools will take into consideration the nature of a charge, the age of a charge and whether or not there are multiple charges.

\*I understand that all felony convictions, including, but not limited to the following listed category of offenses will render me ineligible for hire: 1) Abuse of a child, 2) All felony drug related convictions, 3) Arson, 4) Assault, 5) Battery, 6) Exhibiting/Possession of a weapon, 7) False imprisonment, 8) Kidnapping, 9) Lewd and lascivious behavior/Indecent exposure/Prostitution, 10) Manslaughter, 11) Murder, 12) Resisting arrest with violence, 13) Theft/Robbery, 14) Vehicular homicide. These offenses listed above are only a guideline. I understand and have read the complete list of, but not limited to, all criminal activities found in the **Employment Standards Statement**.

\*I understand that if I receive and accept a full-time job offer from Archimedean Schools, my employment will not become effective until I have passed an examination, which includes a test for the detection of controlled substances. The drug test requirement also applies to temporary instructors (substitute teachers), bus drivers and part-time coaches. Pursuant to Florida Statute 1012.32 and as part of my employment record, I will be fingerprinted and a criminal history check will be done with the FBI and FDLE. A prior criminal record may or may not result in my disqualification for employment with the school board, but my failure to disclose a record/arrest will result in termination of employment. Cost for the fingerprints will be paid by me, via money order, if offered a position.

\*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 Archimedean Schools regarding my employment and student history, and information regarding my suitability for employment. I further waive and release the Archimedean 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 if I receive and accept an instructional job offer from Archimedean Schools I will be required to complete the appropriate course work needed to meet the English for Speakers of Other Languages (ESOL) training requirements.

**I will not report to work until fingerprint clearance, drug testing clearance (if applicable) and I-9 clearance have been completed.**

\*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. **In addition, I understand that I must register using my social security number assigned by the Social Security Administration and that registering under a false social security number will may render me ineligible for employment.** I also understand that it is my responsibility to provide all required documents to the Employee Service Center or appropriate staffing office and unless this application is completed in detail, I will not be considered for employment.