



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

OFFICE OF HUMAN RESOURCES

1500 Biscayne Boulevard

Miami, Florida 33132

## RESTRICTED PERSONAL DATA

### INSTRUCTIONS: Please type or print.

NAME (LAST) (FIRST) (MIDDLE)			SOCIAL SECURITY NO.
ADDRESS (CITY) (STATE) (ZIP)			TELEPHONE NO.
DATE OF BIRTH (MM/DD/YYYY)	PLACE OF BIRTH (CITY, STATE, COUNTRY)	GENDER	

POSITION DESIRED: \_\_\_\_\_

**Please be advised that your fingerprints shall be used by the Florida Department of Law Enforcement and the Federal Bureau of Investigation (FBI) to check for a criminal history. The omission, partial disclosure, or falsification of any criminal information, misdemeanor or felony information is a cause for dismissal from employment or disqualification from consideration for employment. Employment offers, if any, are conditional until the results of the fingerprint process have been finalized.**

- Yes  No  Are criminal charges other than minor traffic violations currently pending against you? (DUI is not a minor traffic violation.)
- Yes  No  Have you ever pled guilty to a criminal offense?
- Yes  No  Have you ever been convicted in a criminal proceeding?
- Yes  No  Have you ever been fined as a result of criminal action?
- Yes  No  Have you ever pled "no contest" and/or nolo contendere in a criminal proceeding?
- Yes  No  Have you ever been placed on probation for a criminal offense?
- Yes  No  Have you ever had "adjudication withheld" (withholding of guilt or innocence by a judge) in a criminal proceeding?
- Yes  No  Have you ever failed to appear in court and thereby forfeited bond in a criminal proceeding?
- Yes  No  Have you ever had a criminal court proceeding record sealed or expunged?
- Yes  No  Have you ever participated in any type of pre-trial intervention/diversion program?
- Yes  No  Have you ever been imprisoned or jailed?
- Yes  No  Have you or your attorney ever negotiated with a prosecutor to have charges reduced/dismissed or not prosecuted?
- Yes  No  Have you ever been told by a lawyer or judge that you need not disclose a criminal proceeding filed against you?

**If you answered YES to any of the above questions, you must provide an original/certified copy of the arrest form and the final court disposition(s) for each charge (attach a list, as necessary) attached to this form.**

City Where Arrested/Charged	State	Date of Arrest(s)/Charge(s)	Charge(s)	Disposition(s)

**RACE/ETHNIC INFORMATION (CHECK ONE ONLY)**

(See definitions below)

WHITE  
 BLACK, NON-HISPANIC

HISPANIC  
 ASIAN/PACIFIC ISLANDER

AMERICAN INDIAN/ALASKAN NATIVE

In order to comply with federal guidelines, accurate information must be maintained on each employee and student as regards to GENDER and RACIAL/ETHNIC classification.

**RACIAL/ETHNIC CATEGORY DEFINITION**

White (Not of Hispanic Origin)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black (Not of Hispanic Origin)	A person having origins in any of the Black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Asian or Pacific Islander	A person having origins in any of the original peoples of Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
American Indian/Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**TEACHER/CERTIFICATED APPLICANTS**

- Yes  No  Have you ever had a teaching certificate revoked, suspended, or on probationary status? If yes, in what state and when?  
State: \_\_\_\_\_ When: \_\_\_\_\_
- Yes  No  Have you ever had sanctions placed on your teaching certificate for any reason?
- Yes  No  Have you ever been denied a teaching certificate anywhere?
- Yes  No  Have disciplinary proceedings ever been filed anywhere against your teaching certificate?
- Yes  No  Have you ever been dismissed or suggested/recommended to resign from employment?

If yes, explain circumstances and include name and address of employer(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you eligible for Veterans' Preference?  Yes  No

If yes, please note that it is your responsibility to request from, and submit to our office, Veterans' Preference forms and all required proof of eligibility.

Permission is hereby given to any agency of the government of the United States of America, and/or any other agency, person, firm or corporation holding records considered confidential to furnish the Miami-Dade Schools Police all information desired involving me in any way, upon request. Such records, I understand, may include reasons for termination of employment, reason for discharge from military service, criminal history, on the job performance, educational records, and any other information which may not otherwise be obtained without prior agreement. Included in this grant of authority is my permission to former employers and other persons acquainted with me or in possession of information concerning me, to supply such information to the Miami-Dade Schools Police.

I certify that the above entries are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any omission and/or false statement on this form may result in immediate dismissal from employment.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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*Do not write below this line (for office use only).*

**PLEASE RETURN THIS FORM TO:**

Name: \_\_\_\_\_

W.Loc#: \_\_\_\_\_ Room #: \_\_\_\_\_

**APPROVED**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**NOT APPROVED**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*