



MIAMI-DADE COUNTY PUBLIC SCHOOLS

OFFICE OF HUMAN RESOURCES

1500 Biscayne Boulevard
Miami, Florida 33132

For Office Use Only:

Date Received: _____

Initials: _____

Application For: _____

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: **Please type or print.** Complete accurately to facilitate the processing of your application.

Type of Position(s) Desired: Full-Time Part-Time Temporary Instructor (Substitute)

Position(s) desired: _____

SECTION 1. PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY (for identification purposes only)
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FORMER LAST NAME(S)

PHONE NUMBER	OTHER PHONE NUMBER	E-MAIL ADDRESS
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ADDRESS	CITY	STATE	ZIP CODE
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Are you eligible for Veteran's Preference? Yes No

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

SECTION 2. EDUCATION

(College/University official transcripts with a minimum GPA of 2.5 must be received before an interview for an instructional position can be scheduled. All foreign degrees must be evaluated, validated and translated by an accredited agency.)

NAME OF INSTITUTION/SCHOOL	STATE/COUNTRY	MAJOR/LAST GRADE COMPLETED	DEGREE/GRAD DATE	DEGREE TYPE	GPA

Foreign Languages (list below as appropriate)

_____ <input type="checkbox"/> Bilingual <input type="checkbox"/> Bi-literate	_____ <input type="checkbox"/> Bilingual <input type="checkbox"/> Bi-literate
_____ <input type="checkbox"/> Bilingual <input type="checkbox"/> Bi-literate	_____ <input type="checkbox"/> Bilingual <input type="checkbox"/> Bi-literate

SECTION 3. CERTIFICATION INFORMATION (for instructional and administrative use, as appropriate)

If you do not currently possess a Florida Educator's Certificate, your application for a Florida Educator's Certificate must be on file with the Florida Department of Education. If you possess a Florida Educator's Certificate, please complete the following information.

EXPIRATION DATE	TYPE OF CERTIFICATE	LEVEL OF TRAINING	CERTIFICATE NUMBER
	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> TEMPORARY		

A statement of eligibility issued by the Florida Department of Education must be received for the following categories: non-education majors and/or graduates of colleges or universities outside of the State of Florida, including graduates possessing foreign degrees.

Name: _____ Social Security #: _____

Effective July 1, 2009 a passing score on all 4 parts of the General Knowledge Test (GK) will be required in order to be eligible for instructional employment with M-DCPS. This includes applicants for full-time instructional, hourly instructional and temporary instructor (substitute teacher) positions. Registration and testing information may be found at www.fl.nesinc.com.

SECTION 3. CERTIFICATION INFORMATION (for instructional and administrative use, as appropriate) (CONTINUED)

HAVE YOU PASSED ANY OF THE FLORIDA TEACHER CERTIFICATION EXAMINATIONS?

- Yes No General Knowledge Test (GK) Yes No Professional Education (PED)
 Yes No Subject Area Examinations (SAE) Yes No CLAST on or before June 30, 2002
 Yes No Praxis

If you answer yes to any of the above, please attach a copy of the official score report.

SECTION 4. PROFESSIONAL/TECHNICAL LICENSES OR OTHER CERTIFICATIONS (as required by position)

License/Other Certificates

CREDENTIALS OR LICENSES	ISSUED FROM	EXPIRATION DATE	OTHER PERTINENT INFORMATION

Driver's License Number: _____ (include copy)

- Yes No Florida Operator's Class E
 Yes No Florida Commercial (CDL) If Yes, indicate class below.
 Class A Class B Class C Class D (non-commercial) Chauffeur's License

Machines, equipment and other duties in which you have had either training and/or experience (as required by position).

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

SECTION 5. EMPLOYMENT HISTORY

List places of employment for the past five (5) years. Employers may be contacted.

POSITION TITLE	DATES		NAME OF EMPLOYER	ADDRESS OF EMPLOYER	SUPERVISOR'S NAME/TITLE	PHONE NUMBER
	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? _____

Name: _____ Social Security #: _____

SECTION 5. EMPLOYMENT HISTORY (Continued)

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 the relative(s), relationship, and work location. (Attached a list, as necessary)

RELATIVE'S NAME	RELATIONSHIP	WORK LOCATION

SECTION 6. TEACHING EXPERIENCE (not for the purpose of salary adjudication)

Full-Time Teaching Experience:

Total years of experience claimed _____

Teaching Experience: M-DCPS Yrs: _____ Administrative Yrs: _____

Public Schools: STATE _____ Yrs _____ STATE _____ Yrs _____ STATE _____ Yrs _____

Non-Public Schools: STATE _____ Yrs _____ STATE _____ Yrs _____ STATE _____ Yrs _____

Student Teaching Experience (If applicable)

School: _____ City/State: _____

Yes No Are you currently on leave or under contract with a private, public or charter school?

If yes, please explain:

SECTION 7. PREFERENCES

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

SECTION 8. AFFIDAVIT

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 those delineated on the attached page.

- I declare that if I am employed by the School Board of Miami-Dade County, Florida, and 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 inaccurate 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

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>
Tobacco - 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>

State Board of Education and M-DCPS Board Rules Specific to Instructional Staff

6B-1.001	Code of Ethics of the Education Profession in Florida	
6B-1.006	Principles of Professional Conduct for the Education Profession in Florida	
6B-4.009	Criteria for Suspension and Dismissal	
6B-4.010	Instructional Personnel Assignment Systems	
Certification: Substitutes, Non-degreed Vocational, and Adult Part-Time Teachers		6Gx13- <u>4-1.07</u>
Substitute Teachers		6Gx13- <u>4B-1.01</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/>