PINELLAS COUNTY SCHOOLS
CRIMINAL HISTORY SUMMARY
INSTRUCTIONS

1. This document and your fingerprints will be thoroughly verified by the FBI and the Florida Department of Law Enforcement. If you do not understand the instructions, ask a Human Resources representative for assistance.

2. If any information from your criminal background is left off or you give false or misleading information on this public document, it can and will affect your eligibility for employment. Falsifying this public document is a criminal offense.

3. **On this form you will provide a summary of your criminal history of your entire life.** Pinellas County Schools reserves the right to refuse employment to individuals convicted of crimes pursuant to § 112.01, F.S. and § 435, F.S., as well as those whose arrests and/or convictions do not meet Pinellas County Schools hiring guidelines. An arrest or conviction of a criminal offense does not automatically disqualify you for employment.

   PLEASE NOTE: Convicted means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, the imposition of a deferred or suspended sentence by the Court, adjudication withheld, finding or admission of guilt in or out of Court, a plea of no contest, or participation in a pre-trial intervention, pre-trial diversion or similar program.

4. Provide every juvenile charge(s), adult charge(s) and sealed and expunged charge(s) whether they occurred, in this state, another state, a different country or the military.
   a. List all arrest(s) or criminal charge(s); Whether or not you were prosecuted; Whether or not you were convicted; Whether or not you went to jail; Whether or not the judge or attorney told you the case was dismissed, dropped or no filed
   b. List all criminal traffic offenses: i.e., DUI, driving while license suspended/revoked, reckless driving, no valid driver license, leaving the scene of an accident, attaching a tag not assigned to vehicle, or violation of driver license restriction(s). (You do not have to list speeding tickets and other minor traffic violations.)
   c. List all notice(s) to Appear in Court.
   d. List all summons (Only if you were charged with a crime, not as a witness).
   e. List all juvenile charges (age 17 and under) on page 4.
   f. List all sealed or expunged records on page 4

ADULT, JUVENILE AND SEALED/EXPUNGED RECORDS MUST BE LISTED IN THE APPROPRIATE SECTIONS OF THIS FORM.

5. PLEASE NOTE THE SAMPLE BELOW:

DATE OF CHARGE	POLICE AGENCY NAME with City and State	NAME OF SPECIFIC OFFENSE (Spell out the charge. Do not use ditto marks.)	Is the charge a MISDEMEANOR OR FELONY	DISPOSITION/RESULT (See #6 below for list of dispositions)
7/31/2002	Clearwater Police Dept Clearwater, FL	Possession	Felony	Dismissed
8/15/2009	Largo Police Dept Largo, FL	DUI	Misdemeanor	Pled guilty, paid fine, community service
9/21/2012	Santa Rosa Sheriff Dept Santa Rosa, CA	Battery – Domestic	Felony	Dismissed

6. **Use dispositions (results) for convictions and dismissals from the list below: (questions marks (?), do not know or NA are not acceptable responses.)**

   Adjudication withheld, convicted, community service, court costs, dismissed, dropped, guilty, no contest, no filed nolle prosse, nolo contrendere, not guilty, not prosecuted, paid fine, PTI/pre-trial intervention, pre-trial diversion, or probation

7. **If you have any questions regarding any charges or convictions, write them down. It is better to list the charge and it not show on your background check than not to list it and it does show.**

PINELLAS COUNTY SCHOOLS
CRIMINAL HISTORY SUMMARY
APPLICANT INFORMATION AND APPROVAL

HR Rep _____

Please read instructions on page 1 of this document. Print in ink only, do not use pencil.

I authorize Pinellas County Schools to verify my employment application including this Criminal History Summary. I have read and understand that the information below will be evaluated to determine my eligibility for the position that was offered to me to be consistent with the safe and efficient operation of the school system and the health, welfare and safety of its students, staff, volunteers and visitors.

Print Legal Name _____
Last App, (Jr., Sr.,) First Full Middle Name (Birth)

Other names used above (including maiden, previous married, alias) _____

Date of Birth _____/_____/_____ Sex _____ Race _____ Last 4 digits of social security number: _____

Applicant Contact Telephone (_____) _____-_____ Applicant Email Address: _____

Type of Employee: Check One: ☐ Administrator ☐ Instructional ☐ Sub Teacher ☐ Hourly Teacher ☐ Support ☐ Other

School or Dept. Name: _____

Position Title Offered: _____

I verify that the information above is correct and understand that falsification or omission may result in denial of employment, criminal charges and/or dismissal, and that I have read, or had the criminal history summary instructions read to me.

Applicant Signature _____ Date: _____

HUMAN RESOURCES USE ONLY

___Rejected 1 Date: _____ ___Rejected 2 Date: _____ CJIS sent on _____

If both rejections were L0008, qualify related and neither mention "candidates" not qualified for an FBI biographical search.

_____ **Approved for Hire** Retired: ☐ No ☐ Yes Retirement Date: _____

If Retired, from what plan?

HR Authority: _____ Date: _____ **HA HB RA DP PA PB QA UA UB CA CB**

OFFICE OF PROFESSIONAL STANDARDS USE ONLY

☐ **Hire** ☐ **With stipulation** ☐ **Alcohol** ☐ **Drug** ☐ **Both** **OPS Admin:** _____

☐ **No Hire** ☐ **Falsified, may reapply in 6 months** **Date:** _____

☐ **Does not meet hiring guidelines at this time, may reapply after** _____

☐ **Does not meet hiring guidelines, never hire**

Notes: _____

Reversal of Previous Determination ☐ **Hire** ☐ **No Hire** **OPS Admin:** _____

Date: _____

Notes: _____

PINELLAS COUNTY SCHOOLS

CRIMINAL HISTORY SUMMARY

APPLICANT ADULT BACKGROUND INFORMATION

Please read instructions on page 1 of this document. Print in ink only, do not use pencil.

HAVE YOU EVER: Been arrested, received a summons or a notice to appear for court, received a criminal traffic citation, been charged, pled nolo contendere or no contest to a charge, paid a fine, had adjudication withheld, entered a pre-trial intervention or diversion program, pled guilty, been found guilty of charges, been convicted, or served time in jail or prison, had charges dismissed, nolle prose, not prosecuted, dismissed dropped or no filed?

PLEASE INITIAL YES OR NO: Yes _____ If yes, please list charges below. NO _____

Adult charges/citations from age 18 to present. Do not list sealed/expunged or juvenile records in this section, these charges are requested on page 4..

DATE OF CHARGE	POLICE AGENCY NAME with City and State	NAME OF SPECIFIC OFFENSE (Spell out the charge. Do not use ditto marks.)	Is the charge a MISDEMEANOR OR FELONY	DISPOSITION/RESULT (See instructions for list of dispositions)

Print Legal Name _____

Last App, (Jr., Sr.,) First Full Middle Name (Birth)

I verify that the information above is correct and understand that falsification or omission may result in denial of employment, criminal charges and/or dismissal, and that I have read, or had the criminal history summary instructions read to me.

Applicant Signature _____ Date: _____

PINELLAS COUNTY SCHOOLS

CRIMINAL HISTORY SUMMARY

APPLICANT JUVENILE AND SEALED BACKGROUND INFORMATION

Please read instructions on page 1 of this document. Print in ink only, do not use pencil.

JUVENILE CHARGES

HAVE YOU EVER: Been charged or convicted of a crime as a juvenile (less than 18 years of age)?

PLEASE INITIAL YES OR NO: Yes ___ If yes, please list charges below. NO ___

DATE OF CHARGE	POLICE AGENCY NAME with City and State	NAME OF SPECIFIC OFFENSE (Spell out the charge. Do not use ditto marks.)	Is the charge a MISDEMEANOR OR FELONY	DISPOSITION/RESULT (See instructions for list of dispositions)

PLEASE NOTE: SEALED OR EXPUNGED records MUST BE REPORTED BELOW, PURSUANT TO § 943.0585, F.S. AND § 943.059, F.S. Even if an attorney or a judge told you that you never had to disclose this record, you are required to do so. However, the existence of such records will not be disclosed or made part of your personnel file.

SEALED OR EXPUNGED RECORD(S)

HAVE YOU EVER: Been charged or convicted of a crime and the charge was sealed or expunged?

PLEASE INITIAL YES OR NO: Yes ___ If yes, please list charges below. NO ___

DATE OF CHARGE	POLICE AGENCY NAME with City and State	NAME OF SPECIFIC OFFENSE (Spell out the charge. Do not use ditto marks.)	Is the charge a MISDEMEANOR OR FELONY	DISPOSITION/RESULT (See instructions for list of dispositions)

Print Legal Name _____

Last App, (Jr., Sr.,) First Full Middle Name (Birth)

I verify that the information above is correct and understand that falsification or omission may result in denial of employment, criminal charges and/or dismissal, and that I have read, or had the criminal history summary instructions read to me.

Applicant Signature _____ Date: _____