



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
CHARTER SCHOOLS

Charter School Authorization For

☐ **Employee**

☐ **Contracted Services**
(i.e. SLP, OT, PT)

☐ **Board Member**

☐ **Vendor**

The purpose of this form is to authorize employment and/or services at a Charter School. Follow the directions as specified below to complete this form. Incomplete forms will not be processed.

- Directions:**
1. Select a category from the choices above.
 2. Route this form through the steps below.
 3. **Employment start date CANNOT be prior to the fingerprint clearance date.**

STEP 1 - CHARTER SCHOOL MUST COMPLETE (all fields are required)

School #	Charter School Name			Position Type (<i>check one</i>) ☐ Instructional ☐ Non-Instructional
Applicant First Name		M.I.	Last Name	Last 4 digits of Soc. Sec. # (<i>optional</i>)
Applicant Email Address				Applicant Phone #
Subject / Position / Grade Level				

Printed Name of Charter School Principal

Signature of Charter School Principal

Date

STEP 2 - APPLICANT MUST COMPLETE (all fields are required)

Date Fingerprinted

Signature of Applicant

Date

STEP 3 - DISTRICT HRIM MUST COMPLETE (all fields are required)

Applicant must provide ID, social security number, and completed form PBSB 2521, *Charter Employee Personal Information*.

Employee ID # _____

Personal information and Employee ID # verified by: _____
Signature of HRIM Representative

Date