

INTERN APPLICATION AND ACCEPTANCE FORM

-Exhibit "A" to Affiliation Agreement-

Hernando County School District

Hernando County, Florida

Name of University/College: _____ Pre-Intern Final Intern

Name of Student Requesting Placement as Intern: _____

Degree: _____ Major/Program: _____

Term: _____ Dates of Internship: _____

Terms and conditions required by the Hernando County School District:

- All intern activities under this agreement shall be supervised by the on-site supervisor and said intern shall follow the directives of the supervisor at all times.
- The intern shall abide by all of the requirements for the internship imposed on students by the University/College.
- The intern shall keep all Hernando County student records confidential as provided for in section 1002.22, Florida Statutes. The intern shall not keep any student records and upon completion of the internship must return any records that have come into his/her possession to the on-site supervisor.
- This internship can be terminated by either party at any time with or without cause.
- The intern agrees and acknowledges that his/her service under this agreement shall be without compensation and the intern has no reasonable expectation of employment upon completion of the internship program.
- The intern agrees to be fingerprinted at his/her cost and subject to background screening as required by Florida law and Board policy. Student interns being placed in a classroom are held to the same standards as if they were employees under the Hernando County School District's Hiring Guidelines. Please refer to these Hiring Guidelines prior to being fingerprinted. You may view the Hiring Guidelines at www.hernandoschools.org. Click on the "Employment" link. Your signature on this document indicates that you have read the Hiring Guidelines and have not been convicted (including adjudication withheld) of any of the charges listed therein. A pattern of behavior or an extensive criminal record may also render the student intern ineligible for placement.
- The intern agrees to abide by and be bound by all District policies and procedures.

By signing below, the University/College and Intern understand that this application does not constitute commitment of placement of the Intern until it has been reviewed and signed by all required parties of the Hernando County School District. Further, the University/College and Intern accept and will adhere to all terms and conditions set forth by the School Board.

Signature of University/College Representative: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Signature of Intern Requesting Placement: _____ Date: _____

Printed Name: _____

Phone: _____ Fax: _____ Email: _____

Intern application is accepted by the Hernando County School District (HCS D) and intern qualifies for placement:

Yes No

Signature of HCS D Human Resources Dept: _____ Date: _____

Signature of HCS D Cooperating Teacher: _____ Date: _____

Printed Name: _____ Phone: _____

HCS D School Site: _____ Grade/Subject: _____



Internship Application

<http://www.hernandoschools.org>

Intern Placement Request

NAME: _____

University/College _____ Major: _____

Internship Type: Junior Senior Field Experience: (Field Experience hours for semester) _____

Dates of Internship: (Start) _____ (End) _____ (Week days in school) _____

List of schools in which you have previously completed field experiences, internships and or observational hours.

School: _____ Semester: _____

School: _____ Semester: _____

School: _____ Semester: _____

School: _____ Semester: _____

***List below your top three schools for placement:

School _____

School _____

School _____

***** School choices are not guaranteed and depend on availability, as well as principal and district approval. Students may not be placed in a school where a family member attends or is employed. Additionally, students may not be placed in a school where they have attended or are employed without permission from Recruitment Office PRIOR to your submitting application.**

Are you a school district employee? YES NO

If yes, please list employee id number, school and position title:

Employee ID # _____ School: _____

Position: _____

Special Needs: Use the space below to list any special needs that may affect your placement.

Applicant Signature: _____ Date: _____

Internship Application

<http://www.hernandoschools.org>

Intern Acceptance Agreement

PURPOSE

The purpose of internship is to develop professional educators who demonstrate excellence in the facilitation of student learning through a continual, lifelong, reflective process. The internship is the context for the application and demonstration of effective practices

DRESS CODE

Each intern is expected to dress appropriately for the job. Supervising teachers will share the guidelines of proper attire. Supervising teacher will uphold the safety requirements. Interns who fail to use safety devices or follow guidelines may be subject to dismissal. As with students attire, which advertises drugs or alcoholic beverages or which is vulgar or obscene in nature is not permitted.

FINGERPRINT AND NATIONAL BACKGROUND CHECK

In Florida, an entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and or FBI, including “sealed” or “expunged records”, and “military court proceedings”. FLORIDA LAW REQUIRES THAT YOU MUST DISCLOSE this information even if you have been told differently by a lawyer, judge or other third party of law enforcement officials. ALL criminal history must be provided regardless of the number of years since the arrest.

All interns must be fingerprinted and a national background check performed. Interns are responsible for the cost of fingerprinting. Fill out the Fingerprint Information Sheet and bring it with you to the address listed on the sheet. You will pay for your fingerprints at the UPS Store and you will be issued a receipt. Please keep a copy for your records as proof you have completed and paid for your fingerprints.

CODE OF ETHICS ACCEPTANCE SHEETS: (see attached - initial, sign and return)

CRIMINAL RECORD INFORMATION SHEET: (see attached - fill-out, sign and return)

FINGERPRINT INFORMATION SHEET: (see attached - fill-out and bring with you to the UPS Store)

My signature indicates I have read, understood, and will comply with all of the above:

Student Intern Signature

Print Name

Date

Please scan and email back to Matthew Goldrick at goldrick_m@hcsb.k12.fl.us

Principles of Professional Conduct for the Education Profession in Florida

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

_____ Initials

Principles of Professional Conduct for the Education Profession in Florida (continued)

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.

I have read the “**Principles of Professional Conduct for the Education Profession in Florida**” and recognize my right as a member of the education profession in Florida and accept the obligations and responsibilities place upon me.

Student Intern Signature

Date

Print Name

Please scan and email back to Matthew Goldrick at goldrick_m@hcsb.k12.fl.us

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**CRIMINAL RECORD INFORMATION
ALL APPLICANTS PLEASE READ VERY CAREFULLY**

Pursuant to Florida Statute 1012.32 and as part of your employment record, you will be fingerprinted and a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for employment, but a failure to disclose your record on this application **WILL** disqualify you from employment. You must list on your application for employment all adult and juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations. (DUI and reckless driving are criminal offenses, not simply non-criminal traffic violations.)

In Florida, the entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records," "expunged records," and "military court proceedings." (Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect on suitability for employment.)

IMPORTANT NOTICE

In addition, if you have a prior criminal record which has been sealed and/or expunged, you are required to disclose said record and where and when it occurred. In the event you fail to list any adult or juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations AND your fingerprint check evidences any adult or juvenile misdemeanors, felonies, or other criminal offenses other than non-criminal traffic violations, your employment WILL be terminated or the offer of employment rescinded. Therefore, you are cautioned to assure the accuracy of the information you provide on your application for employment before its submission.

NOTE: This is not a complete list and is intended to provide examples only. You must list all convictions, including those in which adjudication was withheld and/or records were sealed/expunged.

- Yes No 1. Have you ever (as a juvenile or an adult) at any time been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported.)
- Yes No 2. Have you ever (as a juvenile or an adult) at any time been found guilty of a criminal offense?
- Yes No 3. Have you ever (as a juvenile or an adult) at any time entered a nolo contendere or a no contest plea?
- Yes No 4. Have you ever (as a juvenile or an adult) at any time had a criminal record sealed?
- Yes No 5. Have you ever (as a juvenile or an adult) at any time had a criminal record expunged?
- Yes No 6. Have you ever (as a juvenile or an adult) at any time had adjudication withheld in a criminal offense?
- Yes No 7. Have you ever (as a juvenile or an adult) at any time been imprisoned or jailed in a criminal proceeding or pled guilty to criminal act/charge?
- Yes No 8. Have you ever (as a juvenile or an adult) at any time been placed on probation in a criminal proceeding?
- Yes No 9. Have you ever (as a juvenile or an adult) at any time failed to appear in court or forfeited bond in a criminal proceeding?
- Yes No 10. Have you ever (as a juvenile or an adult) at any time been confirmed as a child abuser by any agency? EXPLAIN on separate sheet.
- Yes No 11. Have you ever (as a juvenile or an adult) at any time been enrolled in a pretrial diversion/pretrial intervention program, any court supervised program, teen or drug court program, or juvenile program? (Please be advised that your response to this question includes the requirement to list participation in any Court ordered, approved or authorized program, or participation in any other alternative program for violation of any law, including but not limited to Teen or Drug Court or juvenile program even if this participation and completion of the program results in a nolle prosequi or dismissal of the charge.)
- Yes No 12. Are there criminal charges currently pending against you other than a noncriminal traffic violation?

You must disclose this information even if you have been told differently by a lawyer, judge, or other third party or law enforcement individuals. Pursuant to Florida Statute 943.059 Criminal History Record Expunction or Sealing, persons to be employed in a position having direct contact with children must answer questions 4 and 5. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or the Court will be considered falsification of your application and will result in your termination of employment or the offer of employment rescinded.

- If yes to any question #1-12 above,
- (1) Complete information below. (Use Supplemental Section G attached, if necessary.)
 - (2) Attach a detailed letter of explanation.
 - (3) Attach arrest report for each arrest(s)
 - (4) Attach court documents verifying the disposition of each arrest(s) and conviction(s).

Date	Location of Arrest	Nature of Charge	Disposition/Outcome

Student Intern Signature _____

Date _____

Print Name _____

Please scan and email back to Matthew Goldrick at goldrick_m@hcsb.k12.fl.us

FINGERPRINT INFORMATION SHEET

For Applicants to the Hernando County School District

919 North Broad Street

Brooksville, FL 34601

PERSONNEL REQUIRING CERTIFICATES

Including Administration, Instructional, Paraprofessionals and Coaches

ORI # FL931281Z

Hernando County Fingerprinting, Inc. D/B/A UPS Store

4142 Mariner Boulevard

Spring Hill, FL 34609 Phone: 352-666-5486

Business Hours: Monday thru Friday 9 am to 7 pm, Saturday 9 am to 5 pm, Closed on Sunday

All information must be printed.

Name (Last, First, Middle) _____

Residential Address _____

Social Security Number _____

Date of Birth (Month, Day, Year) _____

Place of Birth (if born in the US indicate state/ or indicate country of birth) _____

Country of Citizenship _____

Gender _____ Race _____ Eye Color _____

Height _____ Weight _____

• If you answered yes to any of the questions on the Security Background Check of your online application, you **MUST** provide the Human Resources Department with the following documentation for each incident PRIOR to being fingerprinted: **a copy of the final disposition of the charge(s) against you.**

1. You must contact the Clerk of the Court in the county where you were arrested and request the disposition. If you are told that the records are not available due to the length of time elapsed, please ask the agency to state that information on their letterhead and mail it to us. You must also provide a detailed letter of explanation for each arrest.
2. **DO NOT GET FINGERPRINTED** if you have not provided the necessary documentation! Failure to disclose all arrests will result in ineligibility for employment.