

THE SCHOOL DISTRICT OF PALM BEACH COUNTY CHARTER SCHOOLS

Charter School Authorization for

○ Employee

(For example SLP; OT; PT)

 \bigcirc Board Member

 \bigcirc 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. Route this form through the steps below.

2. Follow fingerprint appointment guidelines provided to your school.

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		Position Type (check one)		
		◯ Instructional	◯ Instructional ◯ Non-Instructional		
Applicant Name (last, first, middle initial)		Soc. Sec. # - last four of	ligits only	Applicant Telephone	
Subject / Positio	Email Address	Email Address			
Fieldprint Code	e				

Signature of Charter School Principal

Date

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

Date Fingerprinted	Signature of Ap	Signature of Applicant			
	AUST COMPLETE (all fields are	e required) leted form PBSD 2521, Charter En	nnlovee Personal Information		
Employee ID #	Fingerprint Clearance Date				
	(Employment star	t date CANNOT be prior to the F	ingerprint Clearance Date)		
Personal Information/Finger	prints verified by				
.	Signature of HF	Date			
STEP 4 - CERTIFICATION	OFFICE MUST COMPLETE				
DOE #	Validity	Type of Certification	on		
Subject(s) of Certification/El	igibility				
Eligible for Hire: O Yes	∩No R	eason(s) for denial: 🗌 Certifica	tion 🗌 HQ		
Requires out-of-field appro	oval: OYes ONo Re	equires HQ approval: OYes	○ No		
Notes					
	Verified by				
	Signature of Ce	ertification Representative	Date		
PBSD 2177 (Rev. 4/14/2022)	ORIGINAL - Charter School	COPY - HR HRIM (NonInstr)	COPY - HR Certification (Instr)		