



THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BOULEVARD. ♦ FORT MYERS, FLORIDA 33966-1012
♦ (239) 334-1102 ♦ WWW.LEESCHOOLS.NET

NON-INSTRUCTIONAL DOCUMENT SUBMISSION FORM

This form must be included with all documents submitted to Human Resources.
Always be sure to include your Application ID Number.

Applicant ID: _____ Date: _____

Your name must be written as shown on your Social Security Card.

Please check one:

New Applicant

Updating Personnel File

Name: _____
First Middle Last
Street/PO Box: _____ APT/BLD# _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

DOCUMENTS TO BE SUBMITTED:

- An application must have been submitted before providing these documents. However, you are not required to resubmit any of the items listed below if they are currently on file and up to date.

PURPOSE OF THIS FORM:

- To attach with documents submitted to Human Resources, in order to have a complete file.

NON-INSTRUCTIONAL POSITIONS:

- Accountants, • Assistants, • Assistant Food Service Managers, • Assistant Foremen, • Assistant Supervisors, • Auditors (Junior/Senior), • Bookkeepers, • Building Supervisors, • Child Care Workers, • Clerks, Couriers, • Crafts and Trades Workers, • Custodians
- Education Paraprofessionals, • Foremen, • Helping Teachers, • Information Systems Personnel, • Mechanics, • Nurses, • Secretaries,
- Security Guards, • Sites Workers, • Supervisors, • Technicians, • Transportation Personnel, etc.

DOCUMENTS TO BE SUBMITTED:

Required:

1. High School Diploma, GED, or an Equivalent – If your high school diploma is not available, official transcripts are acceptable showing a graduation date or a letter from an appropriate official at the school district where you graduated. This letter must indicate your date of graduation and confirm you have received a high school diploma (or equivalent). The letter must be written on the official letterhead of the school district from where you graduated.
2. Transcripts – Transcripts must bear the seal of the institution showing the degree conferred. (Unofficial transcripts showing degree conferral may be submitted with this form; however, **official** transcripts must be forwarded to Human Resources in order for your application to be complete. You are encouraged to submit your transcripts with this form.) *Submission of transcripts may or may not apply to persons applying for certain support positions.*
3. Evaluation of a Foreign High School Diploma, an Equivalent, or University or College Transcripts - Foreign credentials must be evaluated and translated by an institution recognized by the Florida Department of Education. (See <http://www.fldoe.org/edcert/ApprovedCredential.asp> for the approved list).
4. Score Reports – Score Reports of any PARO-PRO exams you have passed.
5. DD-214 Form – For those claiming Veterans Preference.

Security Documentation:

- You are not required to resubmit any of the items listed below if they are currently on file and up to date.
 - If you have answered yes to a question on the **Security Questionnaire**, please provide the following:
1. Written Statement: In your own words, please give a brief summary of what occurred whether legal or employment related.
 2. Court Documentation: You will need to submit the Final Disposition of all legal proceedings. If it was expunged or no action was taken, please provide legal documentation noting this situation.

Other Documents: (Please print clearly) _____

INSTRUCTIONS FOR DOCUMENT SUBMISSION:

Certificates and Score Reports may be submitted electronically to Careers@leeschools.net in PDF, JPEG, or GIF formats:

- For those with desktop-based e-mail clients, simply click the e-mail button in the top right corner, and attach the necessary documents (up to 10 megabytes per e-mail). **In the Subject Line, please list as your Applicant ID Number: Last name, First name.**
- For those with web-based e-mail clients (Gmail, Hotmail, Yahoo, etc...), save this Document Submission Form as a PDF and attach to a message along with the required documents.
- Scanned copies must be legible and unaltered.

Certificates and Score Reports may also be delivered in person, or sent to Human Resources via U.S. Mail:

- Mail documents to the School District of Lee County | Human Resources | 2855 Colonial Boulevard | Fort Myers, FL 33966-1012.
 - Always be sure to include a printed documents submission form with every submission. Simply click the print button in the top right corner.
- Check your *My Activities* page in PeopleSoft to verify receipt of documents.