



LAKE WALES

CHARTER SCHOOLS

Drug Test, Fingerprinting and Background Screening Instructions and Fee Increases, effective August 1, 2010.

Drug Testing and Fingerprinting of each applicant is a condition of employment for all employees of the Lake Wales Charter Schools system. Therefore, all job applicants of the Lake Wales Charter Schools will undergo both fingerprinting for background screening results and submit to a drug screening for the presence of illegal drugs as a condition for employment.

Any applicant with a positive test result will be denied employment at that time but may initiate another inquiry with the company after six months.

Procedures:

A new hire must go to the Transportation Service Unit of the Polk County School Board located at 1430 Highway 60 East, Bartow, 33880 for fingerprinting, drug test, and background screening services. The total fee for these services is \$124.52 payable to the Polk County School Board. If you need only fingerprints done the fee is \$88.52; Drug Test only ~ the fee is \$36. This must be paid by a money order as they do not accept cash or personal checks at this site.

1. The employee or the school secretary will need to call Support Services in Bartow to set up an appointment for fingerprinting and drug testing. **YOU CAN NOT JUST WALK-IN.** You must make this appointment by calling (863) 519-3672 (73, 74, or 75), and speak to anyone for assistance. You must inform them that you are a Lake Wales Charter Schools employee or the Fingerprint representative will not schedule an appointment for you.
2. Once an appointment has been made, if the new hire wishes to use a credit card, either the school secretary, or the prospective employee must go on line at www.flprints.com and follow all prompts to secure payment and print off the confirmation sheet. The confirmation sheet must be taken to Transportation Services on the day of the fingerprint appointment by the new hire. The employee may elect to bring a money order at the time of the appointment in the amount of \$124.52, made payable to the Polk County School Board, should the employee choose not use a credit card.
3. Once the fingerprinting, drug test, and background screening tests have been completed, the Lake Wales Charter Schools personnel will request the results of the fingerprint and drug screening from the Polk County School Board. After the fingerprint clearance letter and the drug screening results are obtained, the paperwork for the new employee will be processed and the school or the employee will be notified when (s)he can begin work.

Should you have any questions, please do not hesitate to contact Susie Medders at the Charter office, (863) 679-6560, ext. 226.