



Drug Test, Fingerprinting and Background Screening Instructions

Drug Testing and Fingerprinting of each applicant is a condition of employment for all employees of the Lake Wales Charter Schools Districts. 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 Traviss Career Center located at 3215 Winter Lake Rd, Lakeland, FL 33803, for fingerprinting, drug testing, and background screening services. The total fee for these services is \$119.27, and \$36 of this amount will be paid by the Lake Wales Charter Schools only after an employee or a substitute has received a job offer. The LWCS will not cover the cost of any drug screening for an employee who initiates the background screening process without receiving a written job offer. A money order in the amount of \$83.27 should be submitted to the school secretary, made payable to: **Lake Wales Charter Schools, Inc.**, prior to reporting for the drug testing and/or fingerprinting.

1. The Human Resource office or the school secretary will either call Support Services in Bartow to set up an appointment for your fingerprinting and drug testing, or will sign a background screening authorization form to approve the requested service. Any prospective employee who initiates these services without a LWCS representative's authorization will be solely responsible for the entire cost of these services. Access to the PCSB Background Screening services can be reached by calling (863) 534-0414.
2. Once the fingerprinting, drug test, and background screening tests are completed, the Lake Wales Charter Schools personnel will request the results of the 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 will be notified when the prospective employee has been cleared to begin work.

Should you have any questions, please do not hesitate to contact Dr. Julio Acevedo at the Charter office, (863) 679-6560, ext. 237.