

**HARDEE DISTRICT SCHOOLS**  
**VENDOR/CONTRACTOR REGISTRATION FORM**

All vendors/contractor employees must complete this registration form to enter any Hardee School district property when students are present. Please PRINT legibly and complete the entire form, both front and back. For your safety, and that of our students, a BACKGROUND CHECK will be completed. A complete registration form with an original signature and a copy of your legal photo ID, must be kept on file.  
**PLEASE ATTACH A COPY OF YOUR LEGAL PHOTO ID.**

Legal NAME				
As it appears on _____				
Photo ID	LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN/OTHER

SOCIAL SECURITY NUMBER			GENDER		DATE OF BIRTH					
				MALE	FEMALE					

RACE			
Asian	Hispanic	Native American	White
Black	Multiracial	Other:	

HomeAddress \_\_\_\_\_

STREET	APT#	CITY	STATE	ZIP
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Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell/Alternate Phone \_\_\_\_\_

Employee/Business/Organization \_\_\_\_\_

Applicable School Work Sites: \_\_\_\_\_

Are you currently an employee/student in a Hardee District School?      Yes      No      Where: \_\_\_\_\_

Do you have a child/children attending a Hardee District School?      Yes      No      Where: \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Do you have other family members who are Hardee School District employees?      Yes      No      Where: \_\_\_\_\_

Please list: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

**ELGIBILITY GUIDELINES**

**NOT ACCEPTABLE TO ENTER ANY HARDEE SCHOOL PROPERTIES WHEN CONVICTED OF:**

Felony crimes of violence, felony sale of controlled substances, felony sexual related crimes, lewd and lascivious crimes, indecent exposure crimes and felony child abuse crimes.

IF APPLICABLE, **DO NOT** COMPLETE OR PROCESS THIS FORM.

VENDOR/WORKER STATUS CANNOT BE APPROVED.

**REFER TO THE ADMINISTRATIVE REVIEW PANEL FOR CONDITIONAL APPROVAL IF SCREENING REVEALS:**

- Other misdemeanors
- Multiple arrests
- Offenses which are directly related to duties and responsibilities of the particular assignment.

**For the purposes of these guidelines, criminal convictions mean a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, the imposition of a deferred or suspended sentence by the Court, adjudication withheld, a finding of guilt, a plea of no contest or pre-trial intervention.**

**PLEASE COMPLETE AND SIGN BELOW**

**Falsification or Omission on this official public document is a criminal offense and can be prosecuted.**

Have you ever been ARRESTED, or CHARGED with a criminal felony or misdemeanor?

No

Yes

If Yes  What was the charge: \_\_\_\_\_

Date(s): \_\_\_\_\_

Where: \_\_\_\_\_

Resolution: \_\_\_\_\_

**By signing below, I agree to follow all state statutes, rules and regulations of the Hardee School District and the State of Florida. I understand that any involvement with students shall be under staff supervision. My signature below certifies that I have reviewed the criminal offense statement and responded truthfully. ANY FALSIFICATION OR OMISSION ON AN OFFICIAL PUBLIC DOCUMENT IS A CRIMINAL OFFENSE AND CAN BE PROSECUTED, AND MAY CONSTITUTE GROUNDS FOR DISQUALIFICATION.**

**X**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FOR SCHOOL USE ONLY**

Name and date of birth verified by: \_\_\_\_\_  
NAME

Copy of legal photo ID attached.

Fingerprinting completed by: \_\_\_\_\_  
NAME

FDLE check completed by: \_\_\_\_\_  
NAME

Approval/Disapproval: \_\_\_\_\_ Staff Supervisor: \_\_\_\_\_

Notes/Comments:  
\_\_\_\_\_  
\_\_\_\_\_

