

Employee or Intern

An employee or intern must be electronically fingerprinted through Fieldprint.

Located at

United Parcel Service (UPS) Tower Square Shopping Center,
5745 SW 75th Street, Gainesville FL 32608 (corner of Archer and Tower Road)
Hours: Monday-Friday 10:00am-6:00pm, Saturday 10:00am-4:00pm

Appointment only.

To schedule go to www.fieldprintflorida.com
(must have Fieldprint code from Personnel before scheduling appointment)

Fingerprinting Cost: \$52.50
Payment: All major credit cards/debit cards

An employee, intern with criminal history may be required to provide court documents to the Personnel Department. Criminal records will be reviewed in accordance with School Board of Levy County background screening guidelines and applicable Florida State Statutes.

A notification will be mailed by Personnel if an employee or intern is not cleared.

An employee or intern who is awaiting clearance by Personnel is not permitted to access school grounds while students are present, have direct contact with students, or have access to or control of school funds.

**If you have any questions about these procedures,
please call 352-486-5231.**