Dear Prospective Employee:

As a subcontracted agency of the Department of Juvenile Justice, candidates must clear a Level 2 Background Screen before they can work in our programs. To prevent delays in processing your background screen application, please ensure all the steps listed below are followed:

1. Complete ***only*** section A. of the Request for Clearinghouse Screening form(BSU 002)
2. Complete the Criminal History Acknowledgment and Prison Rape Elimination Act (PREA) Compliance form (BSU 003): Circle responses in Section A. Read Section B. Indicate on the form if any potentially disqualifying offenses listed in this section could apply to you. Sign the first page and return all pages of the document with the background screening packet.
3. Read the FDLE Notice and Privacy Statement and keep them for your reference. Print your name, sign, and date the Privacy Policy Acknowledgment Form.
4. Provide a clear copy of your Social Security Card and Driver’s License.
5. Complete the Care Provider Background Screening Application.
6. Return this packet to the Hiring Supervisor as soon as possible.

\*\*\*\*\* BACKGROUND SCREEN \*\*\*\*\*

1. Once your completed forms are received, CDS will submit a request to the Department of Juvenile Justice’s Background Screening Unit to initiate your screening process.
2. You will receive a Livescan Request Form that you will need to bring along with your Driver’s License, to your fingerprinting appointment.
3. You will need to make an appointment online at www.Fieldprintflorida.com to set up your fingerprinting. When the site prompts you for payment enter the code FPCDSFamily1555. Pease contact me if you need assistance in setting up your appointment.

**The Mailbox Store/ Fieldprint**

**1468 SW Main Boulevard, Lake City, FL 32025.**

**(877) 614-4364**

1. You will be contacted by the supervisor after background screen results are received and a determination regarding your eligibility for employment is made.

We appreciate your interest in employment with CDS and look forward to working with you in the near future!

Sincerely,

Angie Lay Human Resources Manager

Tel. (352) 244-0628 ext. 3812 Email: angie\_lay@cdsfl.org

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