



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

BACKGROUND SCREENING EXEMPTION CHECKLIST

This checklist is provided to assist you in gathering and submitting the necessary documents for your request for Exemption from Disqualification (*F.S. 435.07*). You are required to provide **ALL** the information below that applies to your circumstance(s).

Your exemption request will be considered when all documentation is received.

- Request for Exemption Form** (*Print, sign, and date.*)
- Application for Exemption Form** (*Complete all sections.*)
- Arrest reports** for ALL arrests - Arrest reports may be obtained from the law enforcement (police department, sheriff's office, etc.) agency that made the arrest or from the clerk of the court where you were sentenced.
- Court dispositions** for ALL arrests - Court dispositions may be obtained from the clerk of the court in the jurisdiction where you were sentenced.
- Signed and notarized statement written or typed by you, that lists ALL your arrests and explains in detail why you were arrested in each of these instances.**
- Personal statement**
- Documentation of rehabilitation**
- Probation document** (*If applicable.*)
- Letters of recommendation** (*A minimum of three.*)
- Other required documents**
 - Resume**
 - Exemption** granted by another State of Florida agency. (*If applicable.*)

You have **45 calendar days** from receipt of this notice to submit the requested information or to show you made reasonable efforts to obtain it. If we do not receive a response from you in **45 calendar days**, your file will be closed.

If you are in need of additional copies of the exemption forms or have questions, visit our website at: <http://www.djj.state.fl.us/partners/forms-library/inspector-general> or email us at Generalbsu@djj.state.fl.us.

BACKGROUND SCREENING

REQUEST FOR EXEMPTION

Pursuant to Section 435.07(3), Florida Statutes, you must demonstrate by clear and convincing evidence that you should receive an exemption and not be disqualified from seeking certain employment opportunities. If you choose to seek an exemption, you have the burden of providing sufficient evidence of rehabilitation. During this process, we will review and consider the time period that has passed since the criminal incident, the nature of harm caused to the victim, and any other evidence or circumstances indicating that you will not present a danger working directly with juveniles.

Prior to continuing with this request, you must **verify you understand the following** information by checking the box next to each statement and by signing and dating this form:

- 1. I have been determined to be **not eligible** for employment/volunteer.
- 2. **Three years** or more have passed since I have been released from prison, probation, parole or other criminal-related supervision that was court ordered for a **disqualifying felony** criminal offense. *(Less than three years, you cannot request an exemption.)*
- 3. I am not under any type of probation, Pre-Trial Intervention or criminal-related supervision that has been court-ordered due to a **disqualifying misdemeanor** criminal offense. *(Still serving your sentence, you cannot request an exemption.)*
- 4. Any and all outstanding court-ordered costs or fees associated with my criminal history have been paid in full and I do not owe restitution, public defender or other court costs.
- 5. **I am not designated as a sexual predator, sexual offender, or career offender.**
- 6. I am formally requesting that the Department, in accordance with the provisions of Chapter 435 and 985, Florida Statutes, provide me with an Exemption Review.
- 7. I understand that I must provide clear and convincing evidence to support a reasonable belief that I am rehabilitated and that I pose no danger to the health or safety of juveniles.
- 8. I understand I must submit this form with the required supporting documents within 45 calendar days from the date I received notice that I was no eligible.
- 9. I understand that the decision of the Department of Juvenile Justice regarding this Exemption may be contested through a hearing under the provisions of Chapter 120, F.S.
- 10. I understand any person that knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree.

Print Name

Signature

Date

APPLICATION FOR EXEMPTION

Applicant Information: *Please type or print legibly.* All questions must be answered:

Last Name:	First Name:	Middle Name:
Mailing Address:	Phone number: <i>Please include area code</i>	
City:	State: FL	Zip:
Email:	SSN:	
Date of Birth: <i>mm/dd/yyyy</i>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
List all prior names, aliases, AKAs:	Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Indian <input type="checkbox"/> Asian or Pacific <input type="checkbox"/> Other: _____	

DESCRIPTION OF ARREST & REHABILITATION

Write, sign, and notarize a statement written by you that include questions 1 & 2:

1. Explain, in detail, the following related to **all arrests**; your disqualifying offense(s) and offenses that are not disqualifying:
 - The circumstance of your offense(s).
 - If there was a victim, include the victim's age and relationship to you and the sentence you received.
 - If your offense was related to theft, include the item(s) and the approximate value of the item(s) stolen.
 - Explain how your actions affected the lives of others and how it impacted your life.
 - If you cannot obtain the arrest report and/or court disposition from the arresting agency or the courts, get documentation from both agencies, on their letterhead, stating the document(s) are no longer available and submit the documents with your written statement.

Personal Statement (a statement about your personal history):

2. Explain the time that has elapsed since the disqualifying offense.
 - Your personal history since the offense (*include work, education, civic, religious history, etc.*)
 - If you worked for DJJ or our contracted provider in the past.
 - Why you want to work with the Department of Juvenile Justice or our contracted provider.
 - Include what you believe you have to offer the agency or juveniles.
 - Include other information that indicates you will not present a danger to the safety or well-being of juveniles.

Court and other required documents

3. **Also Attach:**
 - **Arrest Reports** - The police or court statement explaining why you were arrested/charged.
 - **Court Dispositions** - Court document explaining your charge and sentence.
 - **Documentation of Rehabilitation** - Rehabilitation may consist of successful completion of a court-ordered treatment or counseling program, educational or training certificates, proof of participation in community activities, special recognition or awards.
 - **Probation or Parole** - If you were given probation or parole, you must provide a letter from the probation department or the court disposition stating the following **for each offense**:
 - The date you terminated probation or parole.
 - ***If you are still serving your sentence***; the date you started probation or parole, the date you are scheduled to terminate probation or parole and if you are eligible for early termination.
 - **3-5 Letters of Recommendation** - Letters must be from individuals you have known for at least two years through contact at the workplace, community activities, education or training centers. Letters should not be more than six months old and individuals providing a letter should include their name, address, and telephone number for verification or possible interview.
 - **Resume**