




BEFORE YOU APPLY

PLEASE READ BEFORE APPLYING FOR A SPECIFIC POSITION

- Vacancy notices are listed online at putnamschools.org and may be found under the [employment](#) section.
- To be considered for a position, applicants must be 18 years of age and complete the on-line application process. A GED or high school diploma is required.
- The applicant is responsible for keeping their online application information up to date. To apply for another position in the future, the applicant should sign on to their account and apply utilizing the information that was previously entered. It is not necessary create a new application each time you apply for a position.
- **IMPORTANT-** It is REQUIRED to complete the Criminal Record Section. All arrests, dispositions, and any charges still pending must be disclosed. **IF YOU ARE RECOMMENDED FOR EMPLOYMENT**, you will be required to be fingerprinted. A background search will be made by the Florida Department of Law Enforcement and the Federal Bureau of Investigation.
- **FINGERPRINTING-**
All fingerprinting and background checks will be processed via  fieldprint.
An appointment is required.

To schedule an appointment:

1. Visit www.fieldprintflorida.com
2. Click on the **Schedule an Appointment** button
3. Enter an e-mail address under **New Users | Sign Up** and click the **Sign up** button. Follow the instructions for creating a password and security question and then click **Sign Up and Continue**.
4. In the box under **Fieldprint Code**, enter the code given to you by Human Resources and click **Continue**.
5. Enter the contact and demographic information as required by the FBI and click **Save and Continue**.
6. Schedule an appointment at the location of your choosing. **You will be required to submit payment.**
7. Print the confirmation page. Take the confirmation page with you to your appointment, along with two valid forms of identification.
8. If you have any questions or problems, you may contact the **Fieldprint** customer service team at (877) 614-4364 or email customerservice@fieldprint.com.

Putnam County School District Human Resources Department is available Monday-Friday from 7:45 am to 4:30 pm. If you need additional information please call us at (386) 329-0547.