



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
RECRUITMENT AND RETENTION

## Palm Beach Future Educators (PBFE) Noninstructional Employee Scholarship Application

The PBFE Scholarship Program is a joint program of the School District of Palm Beach County and the Education Foundation of Palm Beach County.

Employee ID #	First Name	Last Name	Date of Birth
Home Phone #	Cell Phone #	Email Address	
Address (street number, street, apt. no., city, state, zip code)			

Current Job Location \_\_\_\_\_ Current Job Title \_\_\_\_\_

Qualified applicants are considered for and treated during selection without regard to race, ethnicity, color, religion, national origin, citizenship, age, marital status, parental status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation. Solely to help us comply with federal and state EEO record keeping, and other legal requirements, we invite you to complete the following information. Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. This information will be used for data reporting requirements and will not be considered in making any decisions.

Race (optional): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Pacific Islander ☐ White

Ethnic Origin (optional): Are you Hispanic or Latino? ☐ Yes ☐ No Gender (optional): ☐ Male ☐ Female

Per the United States Department of Education (USDE), a Hispanic or Latino is classified as a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic' or 'Latino'.

College/University You Plan to Attend \_\_\_\_\_

Intended Area(s) of Certification \_\_\_\_\_

College Credits Completed \_\_\_\_\_ Anticipated Number of Semesters Until Graduation \_\_\_\_\_

Employment Date with the School District - Current or Original dates (month, day and year): from \_\_\_\_\_ to \_\_\_\_\_

Work history (include past 10 years - place, dates of employment, supervisor, address, job title and main responsibilities):

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**STATEMENT OF APPLICANT:** I certify I have read and understand the conditions and requirements of the Palm Beach Future Educators Scholarship Application, including the scholarship's duration of five consecutive years, maintaining the minimum semester GPA of 2.75 and completing a student internship.

I declare my personal intent to return to The School District of Palm Beach County and teach.

Each noninstructional applicant may be required to sign a statement regarding access to personnel records.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Eligibility Criteria for Noninstructional Employees

### ***A Noninstructional Employee MUST:***

- 1) Be a full-time, regular employee in good standing for at least **two** consecutive years.

### **REQUIREMENT CHECKLIST**

- 1) Submit a **complete** application packet **to include all requested documents** (Faxed copies will NOT be accepted.)
  - a) General and employee sections completed in full on the application
  - b) Copy of high school transcript, diploma, or GED certificate
  - c) College transcripts with the official seal in an unopened envelope, if applicable
  - d) Three completed reference letters, one from each category
    - i) Immediate supervisor
    - ii) Mentor/ clergy/ community leader
    - iii) Other professional
- 2) Attach last 2 years' evaluations
- 3) Complete a one-page, typed essay stating why you have chosen a career in education as a goal and how this scholarship will assist you in achieving this goal.
- 4) Semifinalists for the scholarship must participate in a personal interview.

### **RENEWAL CRITERIA**

#### ***A PBFE Noninstructional Employee Recipient MUST:***

- 1) Be a regular employee in good standing.
- 2) Maintain a minimum semester GPA of **2.75** ; throughout the life of the scholarship. Provide transcripts or a grade report each semester.
- 3) Earn credit hours for a minimum of one course per semester in a NCATE approved teacher education program (including student teaching).
- 4) Complete the PBFE Scholarship Recipient **Renewal/Update** Questionnaire each semester.
- 5) Schedule a conference each semester with a school district representative (conference may be by telephone).
- 6) Continue with commitment to return to teach in the School District of Palm Beach County upon graduating college.

Scholarships of \$2,000 per year, for a maximum of **five** consecutive years, may be awarded to qualifying noninstructional employees. An additional \$1,000 may be awarded during the semester of student teaching.

### **APPLICATION DEADLINE**

The **complete** application packet must be **received** by **4:30 P.M.** on the last Monday in March, in the Department of Recruitment and Retention, Attn.: PBFE Steering Committee, Fulton-Holland Educational Services Center, 3300 Forest Hill Blvd., Suite A-132, West Palm Beach, FL 33406-5870. **Incomplete** and/or late applications **will NOT** be accepted for consideration. For further information or questions, call 561-434-8372.