



PRE-CONTRACT BINDER BETWEEN ADMINISTRATOR AND SCHOOL BOARD OF MONROE COUNTY

To: _____ Position: _____

Department/School: _____ Duty Calendar: _____

Starting Date: _____ Ending Date: _____

Starting Salary: _____ Step Placement: _____ *Salary _____ Step Placement: _____
*Upon verification of work experience

Supplement (if applicable): _____ Total Salary Amount Extended: _____

Benefits: _____ Transition Expenses (if applicable): _____

The Monroe County School Board hereby offers to conditionally employ you for the _____ school year. This offer is expressly conditioned upon your possession of proper certification/credentials as required by the position for which you have applied, and upon your attestation that you have made full and accurate disclosure of your academic, professional and work history. All offers of employment are contingent upon the applicant having met all qualifying criteria, satisfactory completion of reference check criteria, employment experience verification and criminal background checks as according to the Jessica Lunsford Act. This offer is further expressly conditioned upon receipt by the School Board of references acceptable to the School Board in form and content, attesting to applicant personal and professional competence, character and other qualifying criteria.

This binder may be voided by the School Board wherein derogatory information which professionally, ethically, or morally impairs employee performance as well as for any reason which would constitute cause for discharge under applicable Florida Laws.

The signatures on this offer will indicate that this agreement is binding on the Monroe County School District and you pending final approval by the Monroe County School Board.

Approvals:

Administrator's Signature _____ Date: _____

Executive Director, Finance Signature _____ Date: _____

Executive Director, HR Signature _____ Date: _____

ACCEPTANCE

I acknowledge that this offer is made expressly subject to those conditions set forth above and I accept this offer.

Candidate's Signature _____ Date: _____

REJECTION

(IF YOU DO NOT WISH TO ACCEPT THIS OFFER, PLEASE SIGN BELOW.)

Please briefly describe the reason you are electing to decline this offer.

Reason: _____

Candidate's Signature _____ Date: _____

ONCE COMPLETED, ORIGINAL BINDER (ACCEPTANCE OR REJECTION) MUST BE RETURNED WITHIN 10 BUSINESS DAYS OF THE CANDIDATE'S SIGNATURE DATE TO:

Monroe County School District
Attn: Human Resources Assistant
241 Trumbo Road, Key West, FL 33040
Amy.Flaherty@KeysSchools.com or (305) 293-1400 ext. 53328