

Per Florida Statute 119.071(5), this is to notify you of the purpose of collecting and utilizing your social security number. Providing your social security number is a condition of employment at Orange County Public Schools. To protect your identity, the District will secure your social security number from unauthorized access, and strictly prohibit the release of your social security number to unauthorized parties contrary to state and federal law.

Employment Services collects your social security number for legitimate business purposes during the recruitment, selection and hiring process with Orange County Public Schools. Your social security number will be used for completing and processing the following actions: **Employment application for determining certification eligibility** [1012.56 F.S.], **Completion of federal I-9 form for the filing and issuance of federal employment forms** [8 USC 1324a(b)], **Completion of federal W-4 form for filing and issuance of federal employment forms** [8 USC 1324a(b)], **Florida Retirement Contribution Report** [119.071(5)(a)6.b.], and **Conducting criminal background screening** [1012.56 F.S.]. Your Social security number is also used as a unique numeric identification within some of our systems and may be used for search purposes.