



Office of Human Resources  
5775 Osceola Trail  
Naples, FL 34109-0919  
(239) 377-0335 Fax (239) 377-0336

### **Intern Screening Requirements – School District of Collier County**

**Required for:** FGCU Block 4 and 5; Florida SouthWestern Bachelor level; any student requiring 100 hours or more in a school for an observation, field experience, or internship during a single semester, or any intern who will be unsupervised while working with students.

Thank you for your interest in completing an internship or field experience with the School District of Collier County. Prior to beginning your internship or field experience in our schools, the following items must be completed in the order listed below:

**1. Complete the District instructional online application at**

<https://apply.collier.k12.fl.us/appentry/appentry.exe>

- a. Only complete the required fields indicated by a red arrow.
- b. Under “Employment Preferences” please be sure to select “Intern” from the position preference drop-down menu when you are completing the application. This will alert our staff to treat your application accordingly.
- c. When entering your references do not include their email addresses or simply enter N/A in the required fields.
- d. Please note that you are not required to submit any other application materials (transcripts, references, statement of eligibility) in addition to the online application.

**2. Complete the Gallup Teacher Insight Survey.**

- a. You will be prompted to complete this survey after submitting your online application.

**3. Email Roxy Bermudez at [bermur@collierschools.com](mailto:bermur@collierschools.com) to notify that you have completed items 1 and 2.**

- a. Roxy will verify completion of these requirements and then send you an email confirmation that will serve as your authorization to be fingerprinted. You must print and bring your confirmation email with you to be fingerprinted. Staff will not fingerprint you without the confirmation email.

**4. Fingerprinting in the Office of Human Resources (No Charge for Interns)**

- a. The Office of Human Resources is located on the first floor of the District Administrative Center at the following address: 5775 Osceola Trail, Naples, FL 34109
- b. Please remember to print and bring your confirmation email from Roxy Mora. You will not be fingerprinted without this confirmation email. Please identify yourself as an Intern when you arrive in Human Resources to be fingerprinted to ensure you are not charged for this service.

**5. Intern Badge**

- a. Once your application has been reviewed and finger print clearances have been received, you must pick up your intern badge at the Office of Human Resources. Please allow 5 business days for processing.

If you have any questions or concerns, please contact Terry Burdick at [burdicte@collierschools.com](mailto:burdicte@collierschools.com).