



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
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BARTOW, FLORIDA 33830

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## Board Members

CHAIRMAN  
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DISTRICT 2

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DISTRICT 3

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C. WESLEY BRIDGES, II  
General Counsel

## Administration

GAIL F. MCKINZIE, Ph.D.  
Superintendent

School Year 2009-2010

Dear Prospective Applicant:

Thank you for your inquiry into employment with Polk County Schools. We welcome the diversity that teachers from various countries and their respective cultures provide. The Human Resource Services (HRS) division coordinates foreign worker visa applications for highly-qualified potential teachers who meet all of the criteria listed below.

The Polk County School Board would consider sponsorship of your H-1B specialty occupation temporary work permit application on a "case by case" basis if you:

- have a Statement of Status of Eligibility issued by the FL Department of Education, and
- have been deemed a certified, qualified and highly-qualified candidate by our Certification Department, processed through the applicant screening process and
- have been offered a signed Conditional Employment Agreement by one of our school principals, who understands that you cannot begin working until a valid H-1B for work for Polk County Schools is issued, and the approximate time it would take to get a valid H-1B issued.

It is our understanding that the H-1B application process may begin up to six months in advance of your anticipated start date, and can take anywhere from one to four months to complete. Sponsorship by Polk County Schools entails the use of the School Board's name as your potential employer on all applications, and any teacher job description and district salary information required for the application process.

If sponsorship is approved, it is our recommendation that you acquire the services of a qualified immigration attorney to process and submit the proper visa application for your status. Each applicant's situation is unique and should be reviewed by an expert in the immigration field. At this time, we are unable to recommend a specific representative for this process.

The Polk County School Board does not provide funding or reimbursement for any aspect of the US Citizenship and Immigration Service application fee process.

District personnel determine eligibility of candidates to be hired. The Recruiting department can be contacted at (863) 519-8782. All certification issues can be addressed by Lois Schuck at [lois.schuck@polk-fl.net](mailto:lois.schuck@polk-fl.net) or Donna Wingard at [donna.wingard@polk-fl.net](mailto:donna.wingard@polk-fl.net) in the HRS Certification Department, or by calling 863/534-0725. Additional certification information as well as our employment application may be found at <http://www.polk-fl.net/employment/default.htm>

Best wishes in your search for employment in the field of education.

Sincerely,

Ron Ciranna, J.D.,  
Assistant Superintendent  
Human Resource Services