



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

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WAIVER OF JOB REQUIREMENTS

DATE: _____

TO: Karyle Green, Ed.D.
Chief Human Resources Officer

FROM: Cabinet Member: _____
Title: _____

CC: Heather Day, Coordinator HR Staffing
Human Resources

RE: WAIVER of job requirements

_____ was selected through the competitive application process to the position of _____ in _____. It was noted at that time that the applicant does not have _____ which is a job requirement. This is to request a waiver of this job requirement for a period of _____ as the applicant completes the requirement. The signatures below attest that if the requirement is not met, the applicant will be removed from the position for which he/she does not qualify and placed in a vacant position as determined by human resources.

1. _____ will begin this position on _____.
2. The deadline to attain the waived qualification is _____.
3. Should the qualification not be attained by the above date, _____ will be removed from the position for not meeting the qualifications of the job.

If all parties agree to this commitment, please sign, and return to Karyle Green, Ed.D., Chief Human Resources Officer for approval.

APPLICANT

DATE

CABINET MEMBER

DATE