



School District of Okaloosa County

Human Resources Department

MIS 5044
Rev 9/15

Verification of Experience - Instructional Position

120 Lowery Place, S.E.

Fort Walton Beach, Florida 32548-5595

To: _____

I have been hired by the School District of Okaloosa County. Please complete this form at your earliest convenience as my salary placement is dependent on receipt of this information. Thank you.

Employee Name (please print) _____

Employee Name at time of Employment (please print) _____

Employee Signature _____

Last 4 of SSN _____

*******TO BE COMPLETED BY FORMER EMPLOYER ONLY*******

Use a Separate Line for each Year of Experience

School Year (YYYY - YYYY)	School Name	# of Days in Contract Year	Actual Days Taught	Status		Hours per week	Evaluation Effective or better?	Position Held
				Full	Part Time			

Employee Information:

Was this employee required to hold valid state certification? Yes No

If this employee held certification, was it ever revoked, suspended, denied, or is there pending action against their certificate? Yes No

School/District Information:

Public Private

Was your school accredited at the time of employment? Yes No If yes, Name of Agency: _____

Name of School District: _____

Address: _____

Name & Title of Individual Verifying Experience (please print): _____

Signature of Individual Verifying Experience: _____

Phone Number: _____ Email: _____

NOTERIZATION REQUIRED

Subscribed and sworn to before me this _____ day of _____ 20____. By _____

Personally known _____ OR produced identification _____. Identification produced _____

Notary Seal:

Notary Public

FOR PERSONNEL USE ONLY:

TOTAL YEARS GRANTED: _____ SALARY SLOT: _____ DATE: _____