

VERIFICATION OF EXPERIENCE

Please Complete and Send To:
BREVARD PUBLIC SCHOOLS
HUMAN RESOURCES SERVICES
2700 JUDGE FRAN JAMIESON WAY
VIERA, FLORIDA 32940



A. EMPLOYEE: PLEASE COMPLETE THIS SECTION

I have been employed by the School Board of Brevard County. To substantiate my previous employment for salary purposes, I authorize you to verify my dates of employment below. Your promptness in returning this form directly to the address above will be appreciated.

NAME (PRINTED) _____ **SOC SEC #** _____ **SIGNATURE** _____

DATE BACHELORS DEGREE WAS RECEIVED _____

B. PREVIOUS EMPLOYER: PLEASE COMPLETE THIS SECTION

- PUBLIC SCHOOL** - Accrediting Agency: _____
- PRIVATE SCHOOL** - Attach a brief description of the school, type of curriculum, accrediting agency, grade and age levels of instruction.
- AGENCY/INSTITUTION** – Attach a brief description or brochure describing the agency & institution’s purpose and scope of services. Indicate job title, describe job assignment and attach job description.
- Was performance for this teaching experience satisfactory?** ____ Yes ____ No

PLEASE USE ONE LINE FOR EACH ACADEMIC YEAR - INCLUDE NAME OF EACH SCHOOL

SCHOOL NAME/AGENCY	BEGIN MO/DAY/YR	END MO/DAY/YR	DAYS IN CONTRACT YEAR	CONTRACT DAYS EMPLOYED	FULL or PART TIME	HOURS per DAY	JOB RESPONSIBILITIES/JOB ASSIGNMENT SUBJECT OR GRADE TAUGHT

I CERTIFY THAT THE EMPLOYEE IS NOT UNDER CONTRACT OR ON APPROVED LEAVE OF ABSENCE WITH THIS SCHOOL SYSTEM/AGENCY AT THIS TIME.

FOR BREVARD USE ONLY
 Number of Years approved _____ Initials _____

SIGNATURE (NO RUBBER STAMPS) _____ SCHOOL DISTRICT/AGENCY _____ AFFIX
 NAME (PRINTED) _____ ADDRESS _____ BOARD
 TITLE _____ DATE _____ CITY _____ ST _____ ZIP _____ SEAL
 PHONE NUMBER () _____ COUNTY _____

TO OUR NEW TEACHERS

A verification of experience form is to be completed by your former employer(s). Please fill out the top portion of the form, sign it and send it to the Human Resources Office of the school system(s) where you previously taught. The information should be completed by that school system or agency and returned to BPS HR directly from your previous employer.

Upon receipt of proper documentation of your experience, the HR office will process the information to determine whether the experience meets required guidelines. If you need additional forms, please ask your school secretary.

CREDIT FOR TEACHING

Ninety-nine (99) or more days of teaching, to include paid leave, in any single school year shall be considered as one (1) year of experience.