



## VERIFICATION OF EMPLOYMENT

**TO: PREVIOUS EMPLOYER/SCHOOL DISTRICT NAME/ADDRESS**

**DATE:** \_\_\_\_\_

	<b>Please return completed form to the District School Board of Pasco County Office for Human Resources and Educator Quality. Please email a scanned copy to <a href="mailto:verifications@pasco.k12.fl.us">verifications@pasco.k12.fl.us</a> or fax a copy to 813.794.2171.</b>

*This employee has been recently hired by the District School Board of Pasco County. Since additional compensation may be paid for creditable years of related work experience, please complete Part II below and send this form within five (5) days to the Office for Human Resources and Educator Quality. If additional space is needed, please use the reverse side or attach a letter or statement. The employee's signature indicates approval to release all information regarding employment with your company.*

Employee Signature: \_\_\_\_\_

**PART I – TO BE COMPLETED BY EMPLOYEE**

First Name	MI	Last Name	Name Under Which Employed
Social Security #	Position Held with Previous Employer		Dates of Employment

**PART II – TO BE COMPLETED BY EMPLOYER**

*Please use a separate line for each year and complete all columns.*

Dates of Service <b>FROM</b> MM/DD/YYYY	Dates of Service <b>TO</b> MM/DD/YYYY	Months Worked Per Year	Hours Worked		# Days in Contract Yr/ # Days Employed <i>(if applicable)</i>	Position Held <i>(Please indicate if "substitute" teaching)</i>	Brief Description of Duties
			Daily	Weekly			

**Complete this portion if the employee held a teaching or other instructional position.**

1. Employee was state certified.  Yes    No    Not Applicable
  2. **Florida Districts Only:** This teacher held a professional service contract.  Yes    No    Not Applicable
  3. Employee has received satisfactory evaluations for the above year(s) of service.  Yes    No    Not Applicable
- If no, please indicate which year(s) were not satisfactory: \_\_\_\_\_

**We do not find a record of service for this employee.**

Printed Name	Title	Date
Signature	Phone Number	