



1445 Education Way • Port Charlotte, FL 33948 • Telephone: 941.255.0808 • FAX: 941.255.7569

VERIFICATION OF EMPLOYMENT

TO: PREVIOUS EMPLOYER/SCHOOL DISTRICT NAME/ADDRESS

DATE: _____

	Please return completed form to Charlotte County Public Schools Human Resources: <ul style="list-style-type: none"> Form may be returned via email only if sent by an official email address associated with the sending District. *If returned by fax or mail, this document must be notarized.

This employee has been recently hired by the Charlotte County Public Schools. 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 Human Resources. 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 FROM MM/DD/YYYY	Dates of Service TO 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	