



Division of Human Resources
620 East University Avenue – Gainesville, FL 32601

VERIFICATION OF TEACHING/INSTRUCTIONAL EXPERIENCE

Personal Data: To be completed by employee (please print or type). Send this form to your previous employer.

Name: Jane Doe Last Four Digits of Social Security No.: 1111

EXPERIENCE

(To be completed by school/district where experience was gained)

List experience gained in public/non-public schools. LIST EACH YEAR SEPARATELY. When indicating part-time experience, please include the number of hours taught per day. DO NOT list substitute teaching experience.

Table with 6 columns: Beginning Date (MM/DD/YY), Ending Date (MM/DD/YY), Name of School, Number of Days Served*, Full Time, Hours Per Day if Part Time. Rows include Littlewood Elementary and High Springs Elementary.

* Days paid under contract less unpaid leave.

Grade Level(s) of School: K-5 Teaching Assignment(s): 4-5

I certify that Jane Doe was employed in the public private schools of: Gainesville, Alachua, Florida

as: (If person served in more than one capacity, please indicate.)

Authorized Signature:
Name (Please Print): John Smith
Position Title: Director, Personnel Services
Address: 1212 NW 12 Street
Telephone No.: Anywhere, FL 11111

AFFIX SEAL HERE

FOR ALACHUA COUNTY USE ONLY
Location: Rank:
Contract:
No. Years Credited this Form:
Total Years Credited:
Old Step: Hrly Rate:
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Retro To:
Authorized by:
Date:

RETURN DIRECTLY TO ALACHUA COUNTY PUBLIC SCHOOLS
Division of Human Resources