



Division of Human Resources
Verification of Experience (Non-Instructional)

Directions: It is the applicant's responsibility to obtain verification of work experience from their previous employer. Experience should be relevant to the position you are seeking. **List each year separately.**

Name: <u>Jane Dbe</u> Social Security No.: <u>111-11-1111</u> is applying for employment with Alachua County Public Schools. We request that you verify length of service in your employment. Do not list OPS work experience.

To Be Completed by Previous Employer

(Please return to: Alachua County Public Schools, Human Resources Division
 620 East University Avenue, Gainesville, FL 32601)

Employer's Name: ABC Bus Company Phone: (xxx) xxx-xxxx

Address: Xxx N Street City/State/Zip: Anywhere, FL XXXXX

Employed From (mm/dd/yy)	Employed To (mm/dd/yy)	Job Title/ Responsibilities	# Days/ Months in Work Year	# Days/ Months Actually Worked	Hours per Week	Full Time Status	Part Time Status
01/01/00	12/31/00	Bus Driver / Driver	12 months	12 months	40	X	
01/01/01	12/31/01	Bus Driver / Driver	12 months	12 months	40	X	
01/01/02	12/31/02	Bus Driver / Driver	12 months	12 months	40	X	
01/01/03	12/31/03	Bus Driver / Lead Driver	12 months	12 months	40	X	
01/01/04	12/31/04	Bus Driver / Lead Driver	12 months	12 months	20		4.0

I hereby certify that all information provided above is true, correct and complete.

Authorized Signature: _____

Date: _____

Print Name: John Smith

Position/Title: Manager

<u>FOR ALACHUA COUNTY USE ONLY</u>
Location: _____
No. of years credited for this form: (1 for 2): _____
Old Step: _____ Hourly Rate: _____
New Step: _____ Hourly Rate: _____
Retro To: _____
Authorized By: _____ Date: _____