



Human Resources Department
 45 East State Street, P.O. Box 588
 Farmington, Utah 84025-0588

www.davis.k12.ut.us
 Phone (801) 402-5722
 Fax (801) 402-5354

OFFICIAL VERIFICATION OF PROFESSIONAL SERVICES

Employee Information (please print):		
LAST NAME	FIRST NAME	SOCIAL SECURITY NUMBER
NAME AT TIME OF SERVICE (IF DIFFERENT)	DAVIS DISTRICT WORK LOCATION	

Instructions:

- Employee should not complete any portion of the information below.
- This information will be used to determine salary placement within Davis School District guidelines
- PLEASE LIST EACH SCHOOL YEAR SEPERATELY. Attach additional sheets if necessary.
- Return completed form to the Human Resources Department at the address above.

Was the school accredited by a nationally-recognized accreditation association? Yes No

Choose one: Public Private Charter

School Year	Beginning MM/DD/YR	Ending MM/DD/YR	School Name	Position (if intern, please indicate)	Days in Full Contract	Actual Days Worked	Hours Worked Per Day	Full or Part Time	License Required? Y/N	Valid License Held?

I certify that all information listed above is complete and accurate according to the official records on file.

Name & Title of Authorized Official	Signature of Authorized Official	Date
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District Verifying Professional Services	Mailing Address	Telephone Number
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