



Industry Experience Verification of Employment (RPTA, ESA, CTE, Early Learning)

Instructions:

Employee: Please complete information in boxes below and send to your former employer to complete.

Previous Employer: Please complete page 2 of this form for the employee listed below and return to:
Renton School District Human Resources – email: human.resources@rentonschools.us, fax:
425.204.2416 or mail to 300 SW 7th St., Renton, WA 98057.

Your assistance in establishing a correct service record for this employee is appreciated.

Employer Name and Contact
Email Address
Street Address
City, State, Zip Code

Name (First, Middle, Last, Maiden, Former)
Last 4 of Social Security Number
Approximate dates of employment
Position/Job Title

I authorize the employer above to release all information requested in the "Verification of Employment Form" to the Renton School District.

Employee Signature

Date

Employee's Name:	Date of Birth:	SSN (last 4):
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Instructions: List position(s) chronologically by year. **Use one line for each calendar year.** For this purpose, 2000 hours is considered a full-time work year. Please use an additional copy of this form if more lines are needed. This information will be used to determine experience credit for salary purposes.

Position Title	Dates of Service One line per year	Hours Paid	Description of Primary Duties & Responsibilities	Management or Supervisory	RSD HR USE ONLY
EXAMPLE: Marketing Manager	01/02/2018-12/31/2018	1700	Establish goals, research/analyze trends, oversee creating development	yes	

I certify that all information listed above is correct according to the official records on file at the institution providing this verification of employment.

Signature of Superintendent or Designee	Institution	Street Address
Printed Name and Title	Date	City, State, Zip
Email	Phone	