

David Alexander  
Superintendent

Taft Kleinpeter  
Board President  
District 5B

Troy Gautreau, Sr.  
Vice President  
District 7A



Robyn Penn Delaney, District 1  
Scott Duplechein, District 2  
Julie Blouin, District 3  
Marty J. Bourgeois, District 4A  
John Murphy, District 4B  
John DeFrances, District 5A  
Jared Bercegeay, District 6A  
Louis Lambert, District 6B  
Patricia Russo, District 7B

TO: NEW HIRES  
FROM: ANGIE PERAZA, HR DIRECTOR  
SUBJECT: VERIFICATION OF PREVIOUS EXPERIENCE FOR NON-CERTIFIED STAFF

**Non-Certified Staff:** New hires hired in a non-certified position can receive credit for up to 5 years of prior experience and have salary adjusted in accordance with APSB Salary schedule. All new hires salary will start with 0 years of experience until signed by the Human Resources Director.

The Experience Verification Form will also be used for APSB to obtain the sick and extended sick leave balances for new hires previously employed by a Public School System within the State of Louisiana.

**Notes: New Hires with no prior experience will not need to complete these instructions.**

1. Request for years of service must be made within 6 months of hire with APSB.
2. A letter must be provided from previous employer's letterhead and signed by supervisor or position of authority.
3. Letter requirements:
  - Must contain job title and specific job duties.
  - Written job description may be included
  - Years must be also be included in the letter.
  - Contact information of supervisor, written and/or verbal confirmation will follow.
  - Failure to include all requirements may result in denial of years of experience.
4. If you have worked for another Public School System, in addition to the letter, please complete the attached form and submit with the letter requested.

**Please have letter of verification of years returned to the address listed below:**

**Ascension Parish School Board  
Attn: Human Resources  
1100 Webster St.  
Donaldsonville, LA 70346**

**Or via email as an attachment to:  
Human.resources@apsb.org**

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1100 Webster Street  
Donaldsonville, LA 70346  
(225) 391-7000 (Gonzales) | (225) 257-2000 (Donaldsonville)  
www.apsb.org

Robyn Penn Delaney, District 1  
Scott Duplechein, District 2  
Julie Blouin, District 3  
Kerry Diez, District 4A  
John Murphy, District 4B  
Shawn Sevario, District 5A  
Lorraine Wimberly, District 6A  
Louis Lambert, District 6B  
Troy Gautreau, Sr., District 7A

## Experience Verification Form

The following person claims previous experience in your organization. Please complete the items based on the records you have.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

### **TO BE COMPLETED BY FORMER EMPLOYER(S):**

Year	State	Name of Organization	Full or Part-Time	Position	Number of Days Worked/Number of Days in Year

**If former employer was a School System, please complete remaining sections.**

Years of credit allowed upon hire by your School system \_\_\_\_\_

#### **The following items are to be completed by Louisiana Public School Systems only:**

Number of accumulated regular sick leave days remaining as of her/his last day of work \_\_\_\_\_

Number of days of "extended sick leave days" remaining as of his/her last day of work \_\_\_\_\_

Beginning date (mm/dd/yy) of six-year period \_\_\_\_\_ ending date (mm/dd/yy) \_\_\_\_\_

Was there an interruption in service during this six year period? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain documented circumstances and dates of interruption:

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned official, affirm the above and foregoing is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature and Title of Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complete Name and Address of Former Employer