



PO Box 10 • Dupree, SD 57623 • Phone 605-365-5140 • Fax 5514

## **Dupree School District No. 64-2**

### **NOTICE OF VERIFICATION OF EMPLOYMENT**

***Applicant: complete the top portion of this form and forward it to the Human Resources Department of your school district. You are responsible for obtaining the information and should enclose a stamped envelope addressed to: BUSINESS OFFICE – DUPREE SCHOOL DISTRICT – PO BOX 10 – DUPREE SD 57623-0010, so that this form can be mailed directly to our office OR may be faxed directly from employment verification office to 605-365-5514 attention Business Office.***

Name of Applicant \_\_\_\_\_

Title(s) or Subjects(s) Applying for \_\_\_\_\_

Former School District(s) Name and Address \_\_\_\_\_

**PLEASE LIST EACH YEAR THAT HE/SHE WAS AN ADMINISTRATOR AND/OR TAUGHT IN YOUR SCHOOL DISTRICT. *Please DO NOT include substitute teaching.***

School Year	Number of Months as a Certified Teacher	Name of School District	Accredited YES/NO	Signature and Title of Certifying Official

Verification of employment is necessary in order to determine salary placement for this teacher in accordance with our salary schedule.

DATE \_\_\_\_\_

**Where Pride and Concern = Success**

[www.dupree.k12.sd.us](http://www.dupree.k12.sd.us)