This form is not part of the Application and should be submitted to the Madison County Schools only after employment

Madison County Schools

OUT-OF-STATE EXPERIENCE VERIFICATION FOR CERTIFIED PERSONNEL

INSTRUCTIONS TO CERTIFIED PERSONNEL:

1. This form is for verification of certified experience outside the state of Alabama.
   For verification of experience within the State of Alabama, **SUPPLEMENT EXP** form is required.
2. Complete the first section of this form (PRINT or TYPE).
3. Submit form to former employer(s) and have them return it to:

   Madison County Schools Personnel Office
   P.O. Box 226
   Huntsville, AL 35804

4. A separate form must be completed for each school system.
5. Experience credit will not be awarded until this completed form is received in the Personnel Office.

TO BE COMPLETED BY EMPLOYEE:

_____ _____ - _____ - _____

First Name Middle Maiden Last Name Social Security Number

TO BE COMPLETED BY FORMER EMPLOYER:

Please supply all requested information. Verify certified experience only.

A. Name of School System _____

B. ❑ **Public School System** ❑ **Private School System**

C. Accrediting Agency _____

D.

School Year	Term of Service From Mo/Day/Year	Term of Service Through Mo/Day/Year	Days In School Yr	Days In Contract	Days On Leave W/Out Pay	Position Held	Full-time	Part-time Specify Hours Per Day

E. Certification that all information is true and correct:

_____
Signature of Superintendent, Headmaster, Appropriate Director

_____
Typed or Printed Name and Position

_____
School System, Nonpublic School, Institution, Appropriate Agency

_____
Address

_____
City / State / Zip Code

_____
Area Code and Phone Number

_____
Date

Sworn to and subscribed before me this _____

day of _____

_____
Seal and Signature of Notary Public

My Commission Expires: _____

A NOTARY SEAL MUST BE AFFIXED TO THIS FORM

DO NOT RETURN THIS FORM TO EMPLOYEE
MAIL IT TO THE MADISON COUNTY SCHOOLS PERSONNEL OFFICE

Revised 09/01/06