



Verification of Private Sector Employment Boyle County Schools

101 Citation Drive, Suite C | Danville, KY | 859-236-6634 | humanresources@boyle.kyschools.us

Rank and experience shall be determined on September 15 of each year, or within 90 days of hire. Completed forms should be returned to the individual or submitted via email to humanresources@boyle.kyschools.us.

Please complete this request for verification of employment for the individual listed below.

First Name	Middle Name	Last Name	Last four of Social Security
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The individual named above, now employed by the Boyle County Board of Education, states that s/he was employed at your place of business. We would appreciate it if you would verify employment dates and job titles/job functions while employed by your organization. This is *not* a request for recommendation or performance information. This information is necessary to verify private sector experience and compute an accurate starting salary. Please accept our sincere thanks for this service.

Business / Company Name: _____

Address: _____ City, State & Zip: _____

Date Employment Began: _____ Date Employment Ended: _____

Please indicate type of employment (circle one): Full time Part time

Please list job titles held by this individual and / or provide a brief description of the duties assumed while employed. By signing below, you certify that the information provided is accurate.

Signature: _____ Date: _____

Name: _____ Title: _____

Email Address: _____ Phone: _____