



CLASSIFIED PERSONNEL EMPLOYMENT VERIFICATION
WALTON COUNTY BOARD OF EDUCATION
200 Double Springs Church Road
Monroe, GA 30656
Return to Fax: 770-266-4415

The individual whose name appears below has been employed by the Walton County Board of Education. In order to establish salary placement, it is necessary to verify previous employment. The bottom of this page provides the form for the information needed for salary purposes. Your assistance in establishing a correct service record for this employee will be appreciated.

To Be Completed By Employee: I, hereby authorize you to release all information requested for Verification of Employment to the Walton County School System

First Name	Middle Initial	Last Name	Maiden Name	Last Four of Social
Signature			Date	

To Be Completed By Employer: Experience Verification

(GEORGIA SCHOOL SYSTEMS ONLY) This is to certify that the following is an accurate record of unused accumulated sick leave accrued and credited to the former employee named above. As of _____, 20_____, _____ days of unused accumulated sick leave are herewith transferred for inclusion in the permanent personal record of the above named employee.

Employer

Address

Position

Position Description/Duties

Date Employed To and From -Please include Month/Day/Year

Was this position Full Time ☐ Yes ☐ No
Was this position Part Time ☐ Yes ☐ No
Hours worked per day? _____

Signature Title Date

Phone Number

I certify that all information listed is complete and correct according to the official records on file.