



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

To be completed by Employee:

Employee's Name _____ Last 4 of Social _____

The sections below are to be completed by the previous employer. Use one line for each academic year or change in status. Do not include leave of absences periods. The individual whose name appears above has been employed by the Walton County School System. In order to establish salary placement, it is necessary to verify previous professional employment. Your assistance in establishing a correct service record for this employee will be appreciated. (EACH SECTION MUST BE COMPLETED FOR THIS EXPERIENCE TO BE CONSIDERED.)

To be Completed by Employer

School District:

State:

Dates of Service From: Mon/Day/YR	Dates of Service To: Mon/Day/YR	Accrediting Agency	Number of Contract Days in Full Year	Number of Contract Days Employed	Status Full Time Or Part Time	Hours Per Day	Position	Eligible for Immediate Re- Employment (Yes/No)
								Yes ☐ No ☐
								Yes ☐ No ☐
								Yes ☐ No ☐
								Yes ☐ No ☐
								Yes ☐ No ☐
								Yes ☐ No ☐

THE FOLLOWING INFORMATION TO BE SUBMITTED BY GEORGIA SCHOOL SYSTEMS ONLY

1. This is to certify that the following is an accurate record of unused accumulated sick leave accrued after July 1, 1978, and credited to the former employee named above in accordance with O.C.G.A. Section 20-2850. As of _____, 20_____, _____ days of unused accumulated sick leave are herewith transferred for inclusion in the permanent personal record of the above named employee.
2. Did this employee receive an unsatisfactory performance evaluation for any year since July 1, 2000? Yes ☐ No ☐ If Yes, indicate year. _____
3. Did employee gain tenure status? Yes ☐ No ☐

Signature of Superintendent or Authorized Official

Street Address

City

State

Zip Code

Title

Date

Phone Number

I certify that all information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.