



**VERIFICATION OF EXPERIENCE**

The Wayne County School District requires verification of relevant work experience for the issuance of a contract of employment. If the experience was completed under more than one employer, a separate form must be submitted for each employer.

**TO BE COMPLETED BY THE APPLICANT:**

\_\_\_\_\_ *Last Name*                      *First Name*                      *Middle/Maiden*                      \_\_\_\_\_ *Last 4 of SSN*

**TO BE COMPLETED BY CURRENT AND/OR PREVIOUS EMPLOYER:**

This is to certify that \_\_\_\_\_ has served satisfactorily in our district/school/organization in the following position(s) during the dates specified:

<b>Name of District/School/Organization</b>	<b>Start Date Month/Day/ Year</b>	<b>End Date Month/Day/ Year</b>	<b>Total Years</b>	<b>Position/ Grade Level</b>	<b>*School State Accredited? Yes/No/NA</b>
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

**Note:** Teaching/Administrative Experience is defined as experience accrued by a properly licensed staff member under legal contract with an accredited public or private elementary or secondary (N-12) school, or Teaching/Administrative experience accrued at a state-approved or regionally/nationally accredited Community/Junior College or Institution of Higher Education. Experience as an intern, graduate assistant, student teacher, or in a position such as substitute teacher, aide, or clerical worker will not be considered.

\_\_\_\_\_ *Signature of Superintendent or HR Personnel Staff*

\_\_\_\_\_ *Title*

\_\_\_\_\_ *Typed or Printed Name*

\_\_\_\_\_ *Phone*

\_\_\_\_\_ *Name of District/School/Organization*

\_\_\_\_\_ *State*

\_\_\_\_\_ *Date*

**Please return this form to Nikki Odom at [odomn@wcsdms.com](mailto:odomn@wcsdms.com). Please direct all questions to our office at 601-735-4871**