BRADFORD COUNTY SCHOOL DISTRICT – Verification of Professional Experience

Employee Name											
		EXPE	RIENCE INF	ORMATIC	N						
Please complete the employment verification for teaching, including long term substitute teaching will not be granted credit for any year for which h	Leaves of absences need to be a	clearly identified.	You may dupl	icate this for	m as needed.	ALL COLUM	NS MUST BE	COMPLETED TO GRAN	IT EXPERIE	o not list subs NCE. The en	stitute nployee
School	Dates of Service Beginning - Mo/Day/Yr	Ending Mo/Day/Yr	Total Days in School Year	Actual Days Paid	Status Full Time/Part Time	Hours Per Day	Held State Certificate? Yes/No	Subject(s) taught: Math, Science, ELA, S.S.	Grade Level	Public or Private**	Satisfactory Evaluation Received (Yes/No)
										Will F	
**If this experience was earned at a private school	ol, was the school accredited?	Yes	No	D						FFIV	
Date(s) of Accreditation:		Accrediting	Agency:				-			FFIX RD SEAL	
**If this experience was earned at a college or un FOR FLORIDA EXPERIENCE ONLY: Did this teacher	2) Was the emp	oloyee a student wooloyee an adjunct? fessional service o		? Yes Yes Yes		No No				ERE	
								DATE			
I certify that all information listed above Is comp	lete and correct according to the	e official records o	on file in the s	chool systen	n/institution	providing ver	ification.				
Signature of Superintendent or Authorized Official	Typed or Printed Nar	ne			Title			Date	4		
Street Address/City/State/Zip Code							Telephone N	umber including Area Code			
DETIIDALCOMDIETED SORM TO: READEORD COUNTY S	CHOOL DISTRICT HIIMAN RESOURCE	ES ATTN: Christal V	Vileau SO1 W 1	MACHINGTON	STREET STARK	E El 22001	112 - 12			Rev	isad 11/7/18

BRADFORD COUNTY SCHOOL DISTRICT

Employment Verification Form

Name	School						
Please note the following areas listed below to determine what experience has been received and granted to you for salary purposes:							
Date Received	School System/Occupational Experience	Date of Service	# of Years/***	Total #/Steps	Keyed/Initials		
				/			

- A. The school/university was not accredited
- B. The year was not a full year as defined under Florida Statutes and Bradford County School Board
- C. The teaching experience was not verified as full-time teaching (or counseling) experience.
- D. The experience at a college/university was as an adjunct, coach, or as an instructor while attending the college
- E. The experience was not acceptable as teaching experience as determined by BCSB Contract or School Board Policy.
- F. The verification form was incomplete. The form has been returned back to your former employer for additional information.
- G. The verification form did not release evaluation information for each year of employment.

 We will accept a copy of your final evaluation for each of the following years:

Experience verifications must be received by the end of the current school year for you to receive retro-active pay. If you have any questions about the verification of your experience, please contact Human Resources at (904) 966-6031 and fax is (904)966-6011.

****<u>Do not contact payroll</u> about experience on paychecks. HR processes all documentations for number of years granted for salary step/level placement.

^{***}Your experience has NOT been approved due to the following reasons:

SCHOOL BOARD OF BRADFORD COUNTY

Non-Instructional Experience Verification

то:		_			
		_			
		-			
Employee's Name		SS#			
	ployment verification for th		oyee. LIST EACH YEAR JBSTITUTING, OR TEMPORARY		
Job Title		of Service	Duties		
	From	То			
•					
I certify that all informa	tion listed above is complete	e and correct accor	ding to the official records on file.		
Signature			Date		
Return Form to: Bradford County School District Attn: Human Resources 501 W. Washington Street Starke, FL 32091			AFFIX BOARD SEAL HERE		