



Service Verification (Non- School District Employment Experience)

Employer: _____

Nature of Business: _____

I request verification of my current or previous employment for a position I am being considered for with Lewisville Independent School District.

Employee Name: _____

Date of Request: _____

Employee Signature: _____

*Please use a new line for each position held.

Date From	Date To	Position Held	Full or Part Time	Hours scheduled per week	Brief description of Job Responsibility

COMPLETED BY Authorized Human Resource Representative

Name: _____

Title: _____

SIGNATURE: _____

DATE: _____

Please return the form directly to the employee requesting the verification. Thank you for your assistance.

- Lewisville ISD Human Resources Department

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If you would like any outside experience to be reviewed for compensation consideration, please review the guidelines listed below and submit the attached Employment Verification Form to hrcompensation@lisd.net

Service Verification Form Guidelines:

- The form must be completed by the HR department of the previous employer.
- Separate forms from *each* of the previous employers will need to be provided.
- Employees are responsible for obtaining the verification form. LISD representatives cannot request it on your behalf.
- Information on your resume and employment application must match the employment verification.
- Any salary estimates given based on resumes or applications are subject to adjustment based upon verification from the Employment Verification Form.
- On the first day of employment, salary will be set based on documentation on file with the Human Resources office. If there is no documentation the rate will be set at the pay grade minimum. As verifications are received, salary will be adjusted. If verifications are received within 60 days of employment the rate will be retroactive to the first day of employment. Verifications received after 60 days will be adjusted, but not paid retroactively.

Please contact hrcompensation@lisd.net for questions or additional assistance in obtaining verification documentation.