



Human Resources, Horry County Schools
335 Four Mile Rd., P.O. Box 260005, Conway, SC 29526
(843) 488-6780

To Staff Person: Horry County Schools requires for each **employee** to have on file in the Office of Human Resources a certified record of his/her _____ experience.

To Receiving Employer: Please verify experience for the employee listed below, sign and return. If you have verification of complete employment history or any service in school systems in addition to your own, kindly indicate on this form.

To Applicant: If applying for South Carolina Professional Certification the form required by the South Carolina Department of Education may be used.

Permission For Release Of Information

My signature serves to authorize release of the information requested to Horry County Schools.

Employee's Name (Please Print)

Employee's Signature

Date

Staff Name _____ Social Security # _____ Retirement # _____

Dates From – To	No. of Years Being Verified	Full/Part Time	Status Regular or Sub	School Public or Private	Grade/ Subject Taught

South Carolina Department of Education

Sick Leave Balance _____ Date _____

Signature of School Official

Name of School Corporation

Address

City

State

County