

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Employer Verification of Non-Teaching Related Work Experience Credit

Candidate: You may be eligible to receive up to the maximum amount of credit allowed by the Collective Bargaining Unit agreement in effect as of your date of hire. Complete this section and send a copy to each employer from whom you are requesting a verification of your related past work experience. Note that incomplete forms will not be reviewed by the District. Verification of previous employment must be received no later than four (4) months from the beginning date of employment of any school year to be effective during that school year (Teacher Contract Agreement 19-E). This form should be submitted at the time of hire or later.

Last Name (Print)

First Name (Print)

Social Security Number

Date Completing

I have secured a position for

at

School Year (i.e. 2017-18)

Location Name

Employer: The above candidate has applied for an instructional position in this school system. Verifiable years of directly related past work experience will be used to determine the instructor's step level on the School Board of Broward County teacher salary schedule. You are asked to:

- 1) Complete this form in its entirety.
- 2) Attach a job description detailing the responsibilities for the position that you are verifying.
- 3) Return this form and the job description to **School Board of Broward County, Florida, Talent Acquisition & Operations, Instructional, 600 SE 3rd Avenue, Ft. Lauderdale, FL 33301.**

STATUS OF EMPLOYMENT

List of employment dates:	Month	Day	Year
From:			
To:			

☐ Full Time or ☐ Part-Time

Average number of hours worked per week _____

Business Name: _____

Job Title: _____

Indicate if the position was one of the following:

_____ self-employment _____ family-owned business _____ a firm no longer in business

EMPLOYER INFORMATION

Print Name: _____ Signature: _____
Position Title: _____ Name of Firm / Organization: _____
Telephone Number: () _____ Web site: _____
Address: _____ Date: _____

Notary: