

CLASSIFIED STAFF – Verification of Classified / Non-Teaching / Private Industry Work Experience**Jefferson County Schools – Human Resources – 1001 Peachtree Street, Louisville, Georgia 30434**

Part A: To be completed by applicant and sent to the previous employer. In order for experience credit to be granted, the Verification of Classified / Non-Teaching / Private Industry Work Experience form must be received no later than 15th of each month.

By signing below, I authorize my former employer to complete this form and return to Fax (478) 625-7459 email: nicholsong@jefferson.k12.ga.us

Name – Last, First, MI (Maiden):		Signature:		Date:
Street Address	City and State	Email	Social Security Number:	

Part B: To be completed by authorized official. Please complete the following and return this form to Fax (478) 625-7459 email: nicholsong@jefferson.k12.ga.us

Organization Name: _____

Address: _____

City, State and Zip: _____

Dates of Service (MM/DD/YY)		Hours Per Week	Position Title	Description of Primary Duties & Responsibilities
From	To			

For GA Public Schools only: As of _____ (Date) _____ days of unused accumulated sick leave (maximum of 45 days) are herewith transferred in accordance with O.C.G.A. 20-2-850, for inclusion in the permanent personnel record of the above-named employee. Sick leave can only be accepted if the transfer occurs within one year of the employee leaving a GA public school system.

I certify that all information listed above is complete and correct according to the official records of the school system or institution providing this verification of experience.

Signature of Authorized Official

Printed Name of Authorize Official

Date

Title of Authorized Official

Email

Contact Phone Number