



School District of Indian River County

Department of Human Resources

6500 57th Street • Vero Beach, Florida, 32967 • Telephone: 772-564-3000 • Fax: 772-564-3049

VERIFICATION OF EXPERIENCE – SUPPORT STAFF

TO BE COMPLETED BY EMPLOYEE:

Employee Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Former Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I understand that it is my responsibility to forward the Verification of Experience Form to each of my previous employers. I hereby authorize the release of information from my payroll/personnel record to the School District of Indian River County.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date:

TO BE COMPLETED BY FORMER EMPLOYER: (print or type)

Please provide all information requested for the employee named above. Form can be returned to:

School District of Indian River County  
Human Resources Department  
6500 57th Street  
Vero Beach, FL 32967  
(772) 564-3049 - FAX

Name of Organization/Business: \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed: \_\_\_\_\_  
\_\_\_\_\_

Employment start date: (MM/DD/YYYY) \_\_\_\_\_

Employment end date: (MM/DD/YYYY) \_\_\_\_\_

Full-time employment? Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title

\*PLEASE READ OTHER SIDE FOR IMPORTANT INFORMATION

“Educate and inspire every student to be successful”  
“To serve all students with excellence”  
Equal Opportunity Educator and Employer

## IMPORTANT INFORMATION FOR NEW SUPPORT STAFF

It is the responsibility of the employees to send the Verification of Employment forms to previous employers for placement on the salary schedule. Please fill out the top portion of the form, sign and forward to the Human Resources Department of the school system(s) where you were previously employed. After completion, forms should be returned to:

School District of Indian River County  
Department of Human Resources  
6500 57<sup>th</sup> Street  
Vero Beach, FL 32967

*Credit shall be given for purposes of placement on the salary schedule for up to 10 years of full time certified instructional experience. Substitute teaching, student teaching and paraprofessional positions do not qualify for placement on the instructional salary schedule. No credit is given for part-time.*

Upon receipt of proper documentation of your experience, this office will process the information to determine whether or not the experience meets required guidelines. Verification of Experience Forms received by the issuance of the fourth paycheck will be processed and experience credit will be retroactive to your start date. Experience credit for verification of experience forms received after the fourth paycheck will be effective on the day received by the Human Resources Department. If you need additional forms please contact the Human Resource Department 564-3116.