



VERIFICATION OF EXPERIENCE – INSTRUCTIONAL/ADMINISTRATIVE 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. Use a separate line for each school year. Do not include substitute teaching, student teaching, or paraprofessional experience. Please return as soon as possible to the address listed at the top of this form. Thank you.

School Year	Days in School Year	Days Worked in School Year	Full or Part Time	School/District	Public or Private	Position Held	Grade or Subject	Contract Type
07/08	196	174	Full	School District of Indian River Co.	Public	Teacher	Social Science	Annual

Signature of Authorized School Official

Title

Date

Printed Name

Telephone Number

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 INSTRUCTIONAL/ADMINISTRATIVE 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 57th Street
Vero Beach, FL 32967

Credit shall be given for purposes of placement on the salary schedule for all 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.

Retired teachers, including those retired from the State of Florida, can receive a maximum credit of 10 years of experience. In order for you to receive full credit for your total years of experience, you must show evidence of creditable years of experience by presenting the verification of experience form(s) to the Department of Human Resources of the School District of Indian River County.

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. Those verification of experience forms received after the fourth paycheck will be processed as of the receipt date. If you need additional forms please contact the Human Resource Department 564-3116.