BALTIMORE COUNTY PUBLIC SCHOOLS

VERIFICATION OF PRIOR TEACHING EXPERIENCE

I have been employed by the Baltimore County Public Schools, and for certification, salary and/or tenure purposes, it is necessary to verify my previous teaching experience(s). Please return this completed form in the self-addressed envelope provided or fax it to the Department of Human Resources 410-252-1474

Thank you for your prompt response to my request.

_____ _____

Printed Name of Employee Signature

_____ _____

SSN (last four digits) Subject Area Date

INFORMATION BELOW THIS LINE MUST BE COMPLETED BY YOUR SUPERVISOR OR A REPRESENTATIVE OF HR/PERSONNEL

FORMER EMPLOYER:_____

ADDRESS OF EMPLOYER: _____

POSITION HELD: _____

DESCRIPTION OF JOB:_____

DATES OF EMPLOYMENT: FROM_____ TO_____

MM/DD/YYYY MM/DD/YYYY

<u>WE MUST</u> HAVE THE FOLLOWING INFORMATION IN ORDER TO GIVE PROPER SALARY CREDIT:

FULL TIME: (___) LENGTH OF WORK WEEK: _____ HOURS

PART TIME: (___) LENGTH OF WORK WEEK: _____ HOURS

Verified by:

_____ _____

Print Name Signature and date

_____ (_____)_____

Title – HR/Personnel Representative Telephone Number

<u>Maryland Public School Systems Only</u>

Is this teacher currently tenured? _____ _____

YES NO

If yes, date tenure granted _____

MM/DD/YYYY

Rev. 10/5/2010