

**FOR SCHOOL USE ONLY**

<b>Name of School or Department</b>	<b>Date to Begin</b>
<b>Job Title</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary – No Benefits
<b>Rate of Pay</b>	<b>Additional Comments</b>
<b>Signature of Administrator:</b>	<b>Signature of Personnel Director</b>
<b>Date:</b>	<b>Date:</b>

**VERIFICATION OF EMPLOYMENT – CLASSIFIED EMPLOYEES**

<b>Name of Employee:</b>	<b>School/Department:</b>		
<b>Position Description:</b>	<b>Number of Years Employed by Catoosa County Public Schools:</b>		
<b>Out-Of-School System Experience</b>			
<b>Name of Company</b>	<b>Years</b>	<b>Months</b>	<b>Job Title</b>
<b>Number of years employed outside the school system in a "like" position:</b>			
<b>Experience granted from outside the system: Divide above by 2:</b>			
<input type="checkbox"/> Place on Step 3. Experience related but not specific. (Principal discretion)			
I certify that the information and the verification of experience listed above is complete and accurate. I have verified the employment experience with each company listed above.			
<b>Signature of Employment Administrator:</b>	<b>Date:</b>		
<b>Date Approved:</b>	<b>Signature of Personnel Director:</b>		