

STILLWATER PUBLIC SCHOOL VERIFICATION OF EXPERIENCE

To verify experience directly related to the position you will be assuming, please have your past employer complete the information below and **attach a job description**. You must return this form to the HR Department no later than **six months** from your hire date or it will no longer be valid. If a notary is unavailable, please have your previous employer submit the below information on employer's letterhead.

Previous Employer: _____

Address: _____

Phone Number: _____

Employee Name: _____, **SSN** _____-_____-_____ has been hired by Stillwater Public Schools. We are requesting information regarding previous experience with your system so that we may consider additional years of experience. Please list below requested information.

<u>Beginning Date</u>	<u>Ending Date</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature & Title of Verifying Official

Date

Subscribed and sworn before me, this ____ day of _____, 20____.

Notary Public

My commission expires _____

Return to: Stillwater Public Schools/HR Dept.
314 S. Lewis
Stillwater, OK 74074
Or Fax: 866-578-4468

[SEAL]