



CLASSIFIED STAFF - Verification of Classified / Non-Teaching / Private Industry Work Experience

Forsyth County School – Human Resources – 1120 Dahlonega Highway Cumming, Georgia 30040 Fax (770) 888-1121

Part A: To be completed by applicant and sent to previous employer. In order for experience credit to be granted for the current school year, the Verification of Classified / Non-Teaching / Private Industry Work Experience form must be received no later than the last working day of the current fiscal/school year.

By signing below, I authorize my former employer to complete this form and return it to my address/ email / listed below.

Name - Last, First, MI (Maiden):		Signature:		Date:
Street Address	City and State	Email	Social Security Number:	

Part B: To be completed by authorized official. Please complete the following information and return this form to employee at the address/email listed above. This information will be used to determine experience credit for salary purposes. Your assistance in establishing an accurate service record for this employee is appreciated.

Organization Name: _____

Address: _____

City, State and ZIP: _____

Dates of Service (MM/DD/YY)		Hours Per Week	Position Title	Description of Primary Duties & Responsibilities
From	To			

For GA Public Schools only: As of _____ (Date) _____ days of unused accumulated sick leave (maximum of 45 days) are herewith transferred, in accordance with O.C.G.A. 20-2-850, for inclusion in the permanent personnel record of the above-named employee. Sick leave can only be accepted if the transfer occurs within one year of the employee leaving a GA public school system.

I certify that all information listed above is complete and correct according to the official records of the school system or institution providing this verification of experience.

_____ Signature of Authorized Official	_____ Printed Name of Authorized Official	_____ Date
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_____ Title of Authorized Official	_____ Business Email	_____ Contact Phone Number
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Return Completed Form to Employee