VERIFICATION OF EMPLOYMENT FOR SALARY PLACEMENT

The person named below is currently employed or is an applicant to be employed by the Guilford County Schools and has indicated that he/she was formerly employed by your company. In order to properly place employees on the appropriate salary scale, we must have verification of previous employment.

_____ _____

Name of Employee/Applicant (please print or type) Signature of Employee/Applicant

_____ _____

Social Security Number Date

The employee/applicant hereby authorizes release of the information requested below:

(REQUIRED INFORMATION BELOW TO BE COMPLETED BY PREVIOUS EMPLOYER)

* Position Held: _____ Began: _____ Ended: _____
Month/Day/Year **Month/Day/Year**

(Please Check One) Full-Time If employment was full-time, **indicate number of hours worked per week** - _____

Part-Time If employment was part-time, **indicate number of hours worked per week** - _____

Duties and Responsibilities: _____

_____

_____

_____

NAME OF COMPANY: _____ BUSINESS PHONE: _____

NAME OF PERSON COMPLETING FORM (Please print or type): _____

POSITION AND TITLE: _____

SIGNATURE: _____ DATE: _____

(Your signature affixed to this document indicates the information provided regarding the above named employee/applicant is accurate.)

***If employee worked in more than one position with your company at other dates, please duplicate this form and complete this section for each period of employment. Thank you for your cooperation.**

Please return this form to: Guilford County Schools, Attention: Human Resources Operations Department
(Address: 712 N. Eugene Street, Greensboro, NC 27401 or you may fax the completed form to 336-370-8398)

Rev. 3/07 HUM-F032