



## Classified Experience Verification

### TO BE COMPLETED BY OCSB EMPLOYEE

Name: (Last, First MI)	Last four digits of Social Security #:	Today's Date:
OCSB Position:	Position Held with Previous Employer:	Approximate Dates of Employment:
Authorization is granted to provide information to Okeechobee County School Board as requested on this form. OCSB Employee Signature:		

I have been employed by Okeechobee County Schools. OCSB will take into consideration my employment with you in determining my salary. Please verify my dates of employment and position(s) held below. Your promptness in returning this form directly to the address below will be appreciated. My salary placement is pending receipt of this information. Thank you for your assistance.

### TO BE COMPLETED BY PREVIOUS EMPLOYER

*If employee held more than one job with you, please separate each job below.*

**Verification must be received within 90 calendar days from hire date for experience credit.**

Previous Employer and Address:			
Job Title	Service Began Mo/Day/Yr	Service Ended Mo/Day/Yr	Status FT/PT
Duties/Responsibilities:			
_____			
_____			
_____			

Job Title	Service Began Mo/Day/Yr	Service Ended Mo/Day/Yr	Status FT/PT
Duties/Responsibilities:			
_____			
_____			
_____			

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

*(Required for reverification)*

Institution Seal or Notary Certification Required

State of \_\_\_\_\_  
County of \_\_\_\_\_  
The foregoing instrument was acknowledged before me on this \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification.

Notary Signature & Seal \_\_\_\_\_

**OCSB OFFICE USE ONLY**

Received: \_\_\_\_\_ Effective: \_\_\_\_\_  
Years Granted: \_\_\_\_\_ New Step: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Denied

Reason:  Not aligned to current job duties  
 Maximum years granted

Reviewed by: \_\_\_\_\_

**Return completed form to:**

Okeechobee County School Board Attn: Human Resources Department 700 SW 2<sup>nd</sup> Ave Okeechobee, FL 34974