



Human Resources  
 2407 LaPorte Avenue  
 Fort Collins, CO 80521  
 970-490-3474  
 www.psdschools.org

# Verification of Experience (Teaching/Administrative/Special Service Provider)

Return completed original form by mail to: Human Resources - 2407 LaPorte Avenue, Fort Collins, CO 80521 **-OR-** scan to PDF and email to: [hrdocuments@psdschools.org](mailto:hrdocuments@psdschools.org)

**To be completed by PSD employee**

**NOTE:** In order to receive experience credit for the current school year, this form must be received by Poudre School District – Human Resources no later than October 15<sup>th</sup> (or 60 days after hire).

(Please print)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Social Security No: \_\_\_\_\_

\_\_\_\_\_  
*Employee Signature*                      *Date*

▼ **To be completed by previous employer's representative** ▼

## Previous Teaching/Administrative/Special Service Provider Experience

A new Poudre School District (PSD) employee has indicated previous employment with your institution. The information requested below is necessary to determine if the experience being claimed meets the requirements of the current PSD teacher salary guidelines.

*Official representative: Please list chronologically each year employee provided service for your district/organization.*

School/Service Year	Name of School/Employer	Position Held	Length of School Term (# of Days)	# of Days Employed	License Required?	Full-Time? Part-Time?	Percent of Teaching or Hours/Week
					___ Yes ___ No		
					___ Yes ___ No		
					___ Yes ___ No		
					___ Yes ___ No		
					___ Yes ___ No		
					___ Yes ___ No		

I verify that the above information is true and correct according to our official records.

\_\_\_\_\_  
*District/Employer official's signature*                      *Date*                      \_\_\_\_\_  
*Name of School District/Employer*                      *State*

\_\_\_\_\_  
*District/Employer official's name (printed)*                      *Title:*                      \_\_\_\_\_  
*Phone Number:*