



# OFFICIAL VERIFICATION OF EMPLOYMENT FOR CLASSIFIED PERSONNEL

Candidate is to send this form to former employers for verification.

**Human Resources**

2500 South State Street  
Salt Lake City, Utah 84115-3110  
385-646-4511  
FAX 385-646-4204

Name: Last, First, M.I.	Social Security Number:  XXX – XX – <span style="font-size: small; margin-left: 100px;">last 4 digits</span>	Name under which service was rendered if different:	<b>Instructions</b> This form is used to determine placement on the salary schedule for classified personnel who have been employed by Granite School District.  We appreciate your help in providing the official verification of experience with your company.  Service credit cannot be given without verification of experience.
Address: Street, City, State, Zip Code			
Employee Signature: I hereby give my permission to release the information requested below to the Human Resources Department of Granite School District.		Date:	

### Record of Service (to be completed by responsible company official)

Year During Which Service Was Rendered		Company/Department	Position	Contract or Hourly	Days in Contract Year	Actual Days Served	Hours Per Day Employed	Full Time or Part Time (percentage)
Beginning Date	Ending Date							

Is a license or specialized certification required for the position(s) listed above?       Yes     No  
 Did the person receive benefits (such as medical insurance, sick leave, vacation) in this position?       Yes     No

Company	Address (Street, City, State, Zip Code)	Phone Number
Name of Company Official (type or print)	Title	FAX Number
Signature of Company Official	Date	

Please mail or fax to Granite School District, Human Resources Department, at the address above.  
 Or you can fax this form to **385-646-4204**.

Thank you for completing this form,

Donnette McNeill-Waters  
Director, Human Resources