



OFFICIAL VERIFICATION OF EMPLOYMENT

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 – <small>last 4 digits only</small>	Name under which service was rendered if different:	Instructions This form is used to determine placement on the salary schedule for licensed personnel who have been employed by Granite School District. We appreciate your help in providing the official verification of experience <u>under contract, with a valid license</u> , in your district. Substitute experience is not counted as contract. 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 Contract Service (to be completed by responsible District or Human Resources official)

School Year During Which Service Was Rendered		School	Type of School Public/Private	Position	Days in Contract Year	Actual Days Served	Hours Per Day Employed	Full Time Equivalency (percentage)
Beginning Date	Ending Date							

Is a license required for the position(s) listed above? Yes No

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

Please mail the completed form 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