

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES DEPARTMENT
1960 Landings Boulevard Sarasota, Florida 34231
Phone (941) 927-9000

SARASOTA COUNTY USE ONLY
YEARS CREDIT GIVEN: SALARY ADJUSTMENT MADE:

EMPLOYMENT VERIFICATION FOR VOCATIONAL/LICENSED EMPLOYEES

Instructions: Employee completes this section. Type or print all information, sign, and date.

To: Name of Former Employer (Business) _____

Address of Former Employer (Business) _____
Street
City
State
Zip Code

Employee Name _____ SSN _____
(Include any former name(s) at time of employment)

AUTHORIZATION TO RELEASE INFORMATION

I understand that it is my responsibility to forward the Employment Verification Form to my previous employer(s). I hereby authorize the release of information from my payroll/personnel records to The School Board of Sarasota County, Florida.

Employee Signature Date

Instructions: Former workplace authorized official complete this section type or print. All information requested on this form is necessary. Salary level will be determined by creditable years of experience. Indicate if position was full-time or part-time. If part-time, indicate hours per day. **Notarization is required below.** Promptly return this form to the address above. Do not fax.

Employment Dates Example: 9/15/1998 8/28/2007 From Date To Date	Full-Time	Part-Time (List hours per day)	Position Held (i.e. Auto Mechanic, RN, Cosmetologist, Speech/Language Pathologist, OT, PT, etc.)	Briefly describe job duties or list comments. (Note: S/LP, OT, or PT should only use this form for non-school based employment. Employer should indicate if the majority of the job involved working with children.)	Satisfactory Performance Evaluations? Yes or No

Authorized Official Signature Printed Name Title Phone

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____,

by _____
(Name of person making statement)

Notary Seal

Notary Public Signature
Personally known _____ or Produced identification _____ Type of identification produced _____

The School Board of Sarasota County, Florida, complies with State Statutes on Veterans' Preference and Federal Statute on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, marital status, or sexual orientation.