

## Blount County Schools Office of Human Resources

### Work Experience Verification Form

According to Blount County Schools Board Policy 5.106, classified personnel hired by Blount County Schools with prior work experience may be granted up to five years credit for that experience if the following criteria are met:

1. Experience in Blount County Government (includes schools) or
2. Previous work experience that is like current hired position and can be verified by former employer.
3. Work experience verification is submitted within 60 days of hire date.

#### Section I: to be completed by employee

Name \_\_\_\_\_ SSN \_\_\_\_\_ Position \_\_\_\_\_  
 School \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Home Address \_\_\_\_\_

#### Section II: to be completed by former employer(s)

\*\*Please list experience yearly beginning with July 1 and ending June 30.

Employer	Beginning-Ending Dates	Job Title	% time (FT/PT)	Employer signature/Title	Date	Phone

\*\*Signatures by former employer(s) certify that the above listed information is true and accurate according to records on file with the former employer(s).

\*\*This form may be mailed as follows: Blount County Schools Human Resources Office, 831 Grandview Drive, Maryville, TN 37803 or fax: 865-984-1276