

# ESCAMBIA COUNTY BOARD OF EDUCATION

Personnel Office - Deborah Curran  
 Post Office Box 307, Brewton, Alabama 36427  
 Telephone - 251-867-6251 - Ext. 1011 - Fax 251-867-6252  
 E-Mail : [teresa.armstrong@escoschools.net](mailto:teresa.armstrong@escoschools.net)  
 Office of the Superintendent

## VERIFICATION OF PROFESSIONAL EXPERIENCE

Printed Name of Applicant: \_\_\_\_\_ SS# \_\_\_\_\_

**INSTRUCTIONS:** This form should be sent by the applicant to the designated personnel official who will complete and return it directly to the Escambia County Board of Education office at the above address. Experience credit cannot be granted until this form has been completed, notarized or stamped with the schools system's seal, and received in the central office. By signing below, you are authorizing your former employer to furnish the information requested on this form to the Escambia County Board.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

1. Name of School System: \_\_\_\_\_

2. Address: \_\_\_\_\_

Please complete all boxes for the information requested below. Use a separate line for each school year.

Dates of Service Month/Day/Year <u>From</u>	Dates of Service Month/Day/Year <u>To</u>	# of Days Employed	# of Days in Contract	Position	Employed <u>Full Time</u>	Employed <u>Part Time</u>

\* Credit shall be given only for full-time public school teaching experience in-field for which full pay was received and for which a valid certificate was held by the applicant.

3. Total Years of Teaching Experience \_\_\_\_\_ 4. Number of Sick Days Transferred \_\_\_\_\_

5. Did Applicant attain tenure? \_\_\_\_\_ 6. Is applicant currently under contract? \_\_\_\_\_

7. Is this a public school system? \_\_\_\_\_ private/parochial school? \_\_\_\_\_ public college/university? \_\_\_\_\_

8. Please enclose Original Teaching Certificate when available 9. Is applicant currently under contract? \_\_\_\_\_

I hear by certify that all information cited above is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
 Signature of Superintendent / Authorized Official Date

**Notary or System Seal required.**

## **POLICY REGARDING TEACHING EXPERIENCE CREDIT**

Experience credit is given as follows:

1. The teacher is responsible for furnishing proof to establish experience credit. Forms will be furnished by the payroll office or can be printed on our web site.
2. Credit will be given for public school teaching experience in-field for which full pay was received and for which a valid professional teaching certificate was held by the applicant.
3. Credit will be given for less than a full semester's teaching. Fractional parts of a semester will be added to credit.
4. Experience credit will be not be given for verified part-time public school in-field for which the previous public school paid a part-time salary based on a teacher salary matrix and for which a valid professional teaching certificate was held by the applicant.
5. Credit will be given for full-time teaching in a public college/university provided the teacher and the administrator under who he/she served where eligible for professional certificates in the state where the school is located.