

# Experience Verification Form Instructions

Effective February 9, 2009, prior work experience for all Cobb County District employees must be verified in writing in order to receive step credit for the experience.

All employees will be placed on Step 1 of the appropriate salary schedules until the completed Experience Verification form(s) are received and evaluated by the Human Resources Compensation Office.

## PLEASE NOTE

### New Hires/Rehires

Questions regarding your step/salary placement must be addressed within 90 calendar days from your Date of Hire in order to be considered for any correction to your step/salary to be effective on your Date of Hire. Corrections made based on requests received after 90 calendar days from your Date of Hire will be effective on the date the request was received. You will have 90 calendar days from your Date of Hire or from the date of the request to provide verification documents. Any future requests for a review of your step/salary placement made after your Date of Hire must be received in writing from your manager/supervisor.

### Transfers, Reassignments, Promotions

Questions regarding your step/salary placement must be addressed within 90 calendar days from the effective date of your new position in order to be considered for any correction to your step/salary to be effective on the date you moved into the new position. Corrections made based on requests received after 90 calendar days from the date you moved into the new position will be effective on the date the request was received. You will have 90 calendar days from the date of the request to provide verification documents. Any requests for a review of your step/salary placement made after the effective date of your new position must be received in writing from your manager/supervisor.

Please print and mail the Experience Verification form to the appropriate employer(s). Instructions for completion are listed below:

1. You will need to send a separate form to each previous employer you wish to submit for possible credit experience. If it is not possible to have your experience verified by a previous employer or you were self-employed, please see information below regarding the procedure to request credit experience.
2. The employee must complete the top of the form.
3. Send to your previous employer(s).
4. Your previous employer(s) should complete the form and **return it to CCSD Human Resources Compensation Dept.**

Once your form is received by the Compensation Office, the information will be evaluated. If the prior experience is acceptable for credit experience, your step/salary will be adjusted accordingly and you will receive a Personnel Action Form (PAF) with a comment notifying you of this change. If you are submitting forms from more than 1 previous employer, you may submit them as you receive them. You do not have to wait until you have all of the forms. The forms will be processed as we receive them.

### **NOTE: Process to Verify Past Employment from:**

1. Companies No Longer in Operation, or
2. Companies Which Have No Prior Employment Records, or
3. You Were Self-Employed

**Step 1:** The employee should submit a notarized letter to the Compensation Office stating the information regarding his/her prior employment. The letter should include the name of the Company, the dates of employment, full-time/part-time status, hours worked per day, salary information and a description of major responsibilities.

**Step 2:** Along with the notarized letter, the employee should provide W-2 forms, social security statement, tax returns, and/or check stubs that would assist in verifying the employment information.

**Step 3:** Once the Compensation Office receives and reviews these documents, it will be determined if the information supports granting credit for this prior experience.

If you have any questions, please contact the Compensation Office at 770-426-3520.

### Classified Experience Verification Form

<b>Employee's Name</b>		<b>Street Address</b>	
<b>Social Security Number</b>		<b>City, State</b>	
<b>Date of Birth</b>		<b>Zip Code</b>	
<b>AUTHORIZATION IS GRANTED TO RELEASE ALL INFORMATION REQUESTED BELOW TO THE COBB COUNTY SCHOOL DISTRICT.</b>			
<b>Signature</b> _____			<b>Date</b> _____

Employee: Please complete the above information ONLY and send this form to your previous employer to verify the information requested below.

<b>Employer: Use one line for each academic year or change in status – do not include leave of absence periods. Please include all positions held. If multiple positions were held with the same employer, please list each position on a separate line.</b>										
Employer	State	Dates of Service		Position Title	STATUS		Hours per Week	Hours per Day	Major Responsibilities- Please list specific duties for each different job.	Ratings on Performance Reviews
		FROM mm/dd/yy	TO mm/dd/yy		Full Time	Part Time				
										<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
										<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
										<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
										<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

*I certify that the above-listed verification of professional experience omits leave of absence periods. I further certify that all information listed above is complete and correct according to the official records on file with the employer.*

\_\_\_\_\_  
Printed Name of Superintendent or Authorized Official

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Signature of Superintendent or Authorized Official

\_\_\_\_\_  
Title

( ) \_\_\_\_\_  
Area Code/Phone number

\_\_\_\_\_  
Date

Please send form to: Cobb County School District, Compensation Dept., 514 Glover Street, Marietta, GA 30060

Revised 03/13