

Polk County Public Schools, Human Resource Services

P.O. Box 391
1915 S Floral Ave
Bartow, Florida 33831
Telephone (863) 534-0781

OFFICE USE ONLY

SAP # _____

_____ yrs = _____ steps

_____ yrs/2 = _____ steps

Approved by _____ Date _____

SECTION I – COMPLETED BY APPLICANT

Date _____ Name _____ Prior Name _____ Applicant Ref. # _____

Dates of Employment _____

I authorize you to provide Polk County Public Schools with the following information:

Signature of Applicant _____

VERIFICATION OF NON-INSTRUCTIONAL EXPERIENCE

SECTION II – COMPLETED BY FORMER EMPLOYER

(FORMER EMPLOYER PLEASE USE A SEPARATE LINE FOR EACH YEAR)

SCHOOL YEAR Year to Year		NAME OF SCHOOL/BUSINESS	DATES OF SERVICE FROM: M/D/Y TO: M/D/Y		ACTUAL NO. OF DAYS EMPLOYED	NO. OF HOURS WORKED PER DAY	SPECIFIC ASSIGNMENT	FULL TIME or PART TIME

I Certify that according to our records _____

Name

was employed at _____
Organization

Sworn to and subscribed before me this

_____ Day of _____ Year _____

EMPLOYER ADDRESS _____

Seal and Signature of Notary Public

EMPLOYER WEB ADDRESS _____

My Commission Expires _____

SIGN NAME _____

(MUST BE NOTARIZED OR AFFIX SCHOOL BOARD SEAL)

PRINT NAME _____

TITLE _____

PHONE () - Ext. _____

Please return to Personnel, Human Resources
Interoffice- Route E or Email: HRCallCenter@polk-fl.net