

NON-TEACHING STAFF – Verification of Work Experience - FULTON COUNTY SCHOOLS

HR Staffing-Talent Division 6201 Powers Ferry Road NW, Atlanta, GA 30339

Have this form completed by previous employer. **Mail or fax to the appropriate HR Learning Community (see second page)**

Part I: TO BE COMPLETED BY EMPLOYEE: In order for experience credit to be granted for the current school year, verification must be received no later than the last working day of the current contract period. Retroactive salary will not be given for previous school years. If resigning before completing the current contract period, verification must be received by the resignation date.

Employee's Name: _____ Social Security No.: _____ - _____ - _____ Date of Birth: _____

Employee's Phone Number: _____ Assigned School/Dept: _____

By signing below, I hereby authorize my former employer to complete this form and return it to Fulton County Schools. I also understand that it is my responsibility to obtain correct and completed employment verification forms from my previous employers.

Employee's Signature: _____ Date: _____

Part II: TO BE COMPLETED BY PREVIOUS EMPLOYER: The individual whose name appears above has been employed by Fulton County Schools. In order to establish correct salary placement, it is necessary to verify previous employment. Your assistance in establishing a correct service record for this employee will be appreciated.

School District/Company: _____ State: _____

Did the employee receive an Overall Unsatisfactory, Ineffective or Needs Development annual summative performance evaluation? Yes No

If YES, please indicate which year(s) and what rating(s): _____

NOTE: Use one line for each academic year or change in status. Do not include leave of absence periods.

Position Held	Dates of Service (MM/DD/YY)		Full-time or Part-time	Hours Per Week	Job Duties (Please provide a Job Description if Possible)
	From	To			

I certify that all the information listed above is complete and correct according to the official records of the school system or company providing this verification of experience.

Signature of Authorized Official: _____ Date: _____

Printed Name: _____ Title: _____

Telephone No.: _____ Email: _____

Part III: TO BE COMPLETED BY GEORGIA SCHOOL SYSTEMS ONLY

As of _____ (Date) _____ days of unused accumulated sick leave are herewith transferred, in accordance with O.C.G.A. Section 20-2 850, for inclusion in the permanent personal record of the above-named employee.

Did Employee Gain Tenure Status? Yes No

Part IV: TO BE COMPLETED BY FULTON COUNTY SCHOOLS

Employee ID No.: _____ Current Group: _____

Employment Date: _____ Current Step: _____

Total Years of Experience: _____ Revised Step: _____

Updated 03/28/2018

LIST OF SCHOOLS BY LEARNING COMMUNITY/ZONE

Northwest Learning Community Zone 1	Central Learning Community Zone 2	South Learning Community Zone 3	Northeast Learning Community Zone 4	Achievement Zone HR Zone Achievement	Operations Staffing	
Elementary Schools						
Alpharetta	Conley Hills	A. Phillip Randolph	Abbotts Hill	Asa Hilliard	Administrative 235 grade 31 and below (except Coordinators)	
Birmingham Falls	Dunwoody Springs	Campbell	Barnwell	Bethune		
Cogburn Woods	Hamilton E. Holmes	Cliftondale	Dolvin	Brookview		
Crabapple Crossing	Hapeville	Evoline C. West	Esther Jackson	College Park		
Creekview	Heards Ferry	Gullatt	Findley Oaks	Feldwood		Audiologist
Hembree Springs	High Point	Liberty Point	Hillside	Heritage		Cluster Nurse
Lake Windward	Ison Springs	Oakley	Medlock Bridge	Love T. Nolan		District Chef
Manning Oaks	Lake Forest	Palmetto	Northwood			Food Service Workers (Roaming)
Mimosa	Parklane	Renaissance	Ocee			Lead Data Title I
Mountain Park	Spalding Drive	S. L. Lewis	River Eves			Maintenance
New Prospect	Woodland	Seaborn Lee	Shakerag			Manager In Training (Food Service)
Roswell North		Stonewell Tell	State Bridge Crossing			Occupational Therapist
Summit Hill		Wolf Creek	Wilson Creek			Occupational Therapy Asst
Sweet Apple						Physical Therapist
Vickery Mill					Physical Therapy Asst	
Middle Schools						
Crabapple	Paul D. West	Bear Creek	Autrey Mill	Ronald McNair	PreK Diagnostician	
Elkins Pointe	Ridgeview	Camp Creek	Haynes Bridge	Woodland MS	Program Specialist	
Hopewell	Sandy Springs	Renaissance	Holcomb Bridge		School Psychologist	
Northwestern		Sandtown	River Trail		School Resource Officer	
Webb Bridge			Taylor Road		School Social Workers	
High Schools						
Alpharetta	McClarín	Creekside	Centennial	Banneker	School Technology Specialist	
Cambridge	North Springs	Langston Hughes	Chattahoochee	Career Academy	Speech Language Pathologist	
Independence	Riverwood	Westlake	Johns Creek		Speech Language Pathologist Asst	
Milton	Tri-Cities		Northview		Sub Food Service Manager	
Roswell					Sub Food Service Manager	
					Transportation	
					Warehouse	
HR Staffing - Northwest Learning Community (Zone 1)	HR Staffing - Central Learning Community (Zone 2)	HR Staffing - South Learning Community (Zone 3)	HR Staffing - Northeast Learning Community (Zone 4)	HR Staffing - Achievement Zone	HR Staffing - Operations	
Fax: 1-866-315-5989	Fax: 1-866-407-2976	Fax: 1-866-429-0459	Fax: 1-866-753-5122	Fax: 1-866-381-1686	Fax: 1-866-678-3231	
E-mail: HRZone1@fultonschools.org	E-mail: HRZone2@fultonschools.org	E-mail: HRZone3@fultonschools.org	E-mail: HRZone4@fultonschools.org	E-mail: HRZoneAchievement@fultonschools.org	E-mail: HRZoneCentral@fultonschools.org	
Executive/Administrative Staffing						
All Coordinator positions						
All positions grade 32 and above						
Principal						
Assistant Principal						
Contact information for Executive/Administrative Staffing						
Fax: 1-866-915-7570						
E-mail: stewardd@fultonschools.org						