



CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

Experience Verification

The information listed below is to be completed by the current or previous employer (Designated Personnel Officer, Superintendent or Agency Director). Principals are not authorized to sign this form unless they are the designated personnel officer. Please note that if verifying college experience, only experience as a full-time teacher at a regionally accredited institution is accepted.

Use one line for each change in status. Do not include leave of absence periods. Return original form to the Office of Human Resources, Cape Girardeau Public Schools, 301 N. Clark, Cape Girardeau, MO 63701.

Name of Educator: _____ Social Security Number: _____ \ _____ \ _____

IMPORTANT: Information below to be completed ONLY by the school, school system or college or university where teaching was performed.

Experience record (Please list experience yearly, each year on a separate line, beginning July 1 ending June 30.)

Name of School	Position and Grade Level	State	Academic Year: July 1-June 30		Total Time Employed (years/mos/days)	% Time, 100 or % Less	Total Contract Days
			Beginning Date	Ending Date			

The above school, school system or college or university was fully approved or accredited by the _____ at the time service was performed.

Check one of the following: Public School Private School Charter School
 Full-time teacher at a regionally accredited institution (college or university)

I HEREBY CERTIFY THAT THE ABOVE LISTED EXPERIENCE IS A TRUE AND CORRECT COPY OF THE RECORDS ON FILE FOR THE EDUCATOR NAMED ABOVE

(This form must be signed by an authorized official from agency/institution as stated above.)

Name: _____ Telephone Number: _____

Signature: _____ Title _____

Address: _____

Email Address: _____ Date: _____

To Our New Teachers

Please help us to ensure proper salary placement for you! If you have previous teaching experience, a verification of experience form is to be completed by your former employer(s). Please fill out the top portion of the form and send it to the Personnel Office of the school system (s) where you previously taught. The information should be completed by that system(s) and returned to this office.

Upon receipt of proper documentation of your experience, this office will process the information to determine whether or not the experience meets required guidelines. Your salary will be adjusted accordingly and you will be properly paid for acceptable experience from your starting date. If you need additional forms, please contact the Office of Human Resources.

Calculating Years of Experience

Policy GCD-AP: Professional Staff Hiring (certificated; certified)

Approved candidates will receive credit for years of service within K–12 teaching positions up to a maximum of 20 years or all Cape Girardeau Public School District years of experience, whichever is greater. Years of service credit for teaching within a college or university will be calculated one year for every three years of experience

Policy GDC-AP: Classified Staff Recruiting and Hiring

Approved candidates will receive credit for years of service directly related to the position up to a maximum of 20 years or all Cape Girardeau Public School District years of experience, whichever is greater. Years of service credit indirectly related to the position will be calculated one year for every three years of experience