

# Sweetwater County School District No. 2

## Human Resources/Personnel Office

320 Monroe Avenue

Green River, WY 82935

(307) 872-5506 Fax: (307) 872-5518

### Certified Verification of Employment

An employee must provide the name and address for each school district they have been employed in.

#### **To Whom It May Concern:**

I have been employed by Sweetwater County School District No.2. My salary will be determined by my years of verified teaching/counseling experience. Please complete Part II below and forward within five days to the Human Resources/Personnel Office, Sweetwater County School District No. 2, 320 Monroe Avenue, Green River, WY 82935. I have completed Part I for your reference.

\_\_\_\_\_  
Employee Signature

#### **Part I – Personal Data** (to be completed by teacher)

Name: \_\_\_\_\_  
Last First Middle Maiden

Social Security # \_\_\_\_\_

School Name & Address: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Public Education \_\_\_\_\_ Private Education \_\_\_\_\_

#### **Part II – Certified Experience** (to be completed by appropriate school official)

Dates of Service		Length of Contract	Actual Days Served	Experience			Contract Position	Subject/Grade Taught
Begin Date	End Date			FT	PT	SUB		

(Please use reverse side if necessary)

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

School District/Employer: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_