



# Surry County Public Schools

## Human Resources Department

45 School Street • P.O. Box 317 • Surry, Virginia 23883

Telephone: (757) 294-5229 • Fax: (757) 294-3534

### Verification of Teaching/Counseling/Social Worker Experience

#### Section 1: (To be completed by Employee)

##### *Name of school division verifying your experience*

TO: Name of School Division \_\_\_\_\_

Address \_\_\_\_\_

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

I have been requested to furnish verification of my prior service in your school division. This verification determines my annual salary with Surry County Public Schools. Therefore, please complete Section 2 of this form and email it to [renita\\_bailey@surryschoools.net](mailto:renita_bailey@surryschoools.net). This form may also be mailed to Surry County Public Schools, Attn: Renita Bailey-HR, P. O. Box 317, Surry, VA 23883.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Social Security Number (last 4 digits) XXX-XX- \_\_\_\_\_

Name While Employed (if different): \_\_\_\_\_

#### Section 2: (To be completed by Verifying Division)

School Term	Position Held	Start Date Month/Day/Year	End Date Month/Day/Year	Days Under Contract

**\*\*\*Please attach additional sheets if necessary\*\*\***

**CONTRACT STATUS (Please check one):** Probationary \_\_\_\_\_ "OR" Continuing \_\_\_\_\_

**SICK LEAVE TRANSFER (Virginia Public Schools Only):** This is to certify that the above named teacher has \_\_\_\_\_ days accumulated sick leave which we are transferring to Surry County Public Schools (State of Virginia Only).

**NUMBER OF PRIOR YEARS SERVICE** completed in other Divisions this employee was given credit for before starting with your Division \_\_\_\_\_

Certified By: \_\_\_\_\_ School Division: \_\_\_\_\_

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

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

**Please email or mail this form to: (email is preferred)**

[renita\\_bailey@surryschoools.net](mailto:renita_bailey@surryschoools.net)

"OR"

Surry County Public Schools, Attn: Renita Bailey-HR, P.O. Box 317, Surry, VA 23883

