

**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 Area (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: \_\_\_\_\_

**LIST OF SCHOOLS/DEPARTMENTS BY HR AREAS**

HR Area I	HR Area II	HR Area III	HR Area IV	HR Area V	Operations Staffing	
<b>Elementary Schools</b>						
Alpharetta	Conley Hills	Abbotts Hill	A. Phillip Randolph	Asa Hilliard	Administrative 235 grade 31 and below (except Coordinators)	
Birmingham Falls	Dunwoody Springs	Barnwell	Campbell	Bethune		Audiologist
Cogburn Woods	Hamilton E. Holmes	Dolvin	Cliftondale	Brookview		Cluster Nurse
Crabapple Crossing	Hapeville	Esther Jackson	Gullatt	College Park		District Chef
Creekview	Heards Ferry	Findley Oaks	Liberty Point	Evoline C. West		Food Service Workers (Roaming)
Hembree Springs	High Point	Hillside	Mimosa	Feldwood		Lead Data Title I
Lake Windward	Ison Springs	Medlock Bridge	Roswell North	Heritage		Maintenance
Manning Oaks	Lake Forest	Northwood	Renaissance	Love T. Nolan		Manager In Training (Food Service)
Mimosa	Parklane	Ocee	Seaborn Lee	Oakley		Occupational Therapist
Mountain Park	Spalding Drive	River Eves	Stonewell Tell	Palmetto		Occupational Therapy Asst
New Prospect	Woodland	Shakerag	Vickery Mill	S. L. Lewis		Physical Therapist
Summit Hill		State Bridge Crossing	Wolf Creek			Physical Therapy Asst
Sweet Apple		Wilson Creek				PreK Diagnostician
						Program Specialist
						School Psychologist
<b>Middle Schools</b>						
Crabapple	Paul D. West	Autrey Mill	Camp Creek	Bear Creek		School Resource Officer
Elkins Pointe	Ridgeview	Haynes Bridge	Crabapple	Ronald McNair	School Social Workers	
Hopewell	Sandy Springs	River Trail	Holcomb Bridge	Woodland MS	School Technology Specialist	
Northwestern		Taylor Road	Renaissance		Speech Language Pathologist	
Webb Bridge			Sandtown		Speech Language Pathologist Asst	
<b>High Schools</b>						
Alpharetta	Independence	Centennial	Global Impact	Banneker	Sub Food Service Manager	
Cambridge	North Springs	Chattahoochee	Langston Hughes	Career Academy	Sub Food Service Manager	
Innovation	Riverwood	Johns Creek	Westlake	Creekside	Transportation	
Milton	Tri-Cities	Northview		McClarín	Warehouse	
Roswell						
HR Area I (Zone 5 & 7)	HR Area II (Zone 2 & 4)	HR Area III (Zone 5 & 6)	HR Area IV (Zone 3 & 5)	HR Area V (Zone 1 & 2)	HR Staffing - Operations	
Fax: 1-866-315-5989 Specialist- Deidra Nealy	Fax: 1-866-407-2976 Specialist - Joan Schimelman	Fax: 1-866-753-5122 Specialist - Lisa Morris	Fax: 1-866-429-0459 Specialist - Jennifer Dukes	Fax: 1-866-381-1686 Specialist - Jeralyn Keel	Fax: 1-866-678-3231 Specialist - Melinda Edwards 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 Specialist - Donna Stewart E-mail: stewartd@fultonschools.org



<b>Substitute Services</b>
Fax: 1-866-261-1327 Contact- Tiffany Fults Email: substituteservices@fultonschools.org