

**TALBOT COUNTY PUBLIC SCHOOLS**  
**Human Resources Department**  
**12 Magnolia Street, P.O. Box 1029**  
**Easton, Maryland 21601**

**VERIFICATION OF PREVIOUS EMPLOYMENT**

I have been employed by Talbot County Public Schools. Since my final salary determination will depend upon verification of previous employment, please complete Part II of this form and return it to Talbot County Public Schools in the envelope provided at your earliest convenience.

NAME \_\_\_\_\_ SS No. (Last four digits) \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature Date

**PART I – TO BE COMPLETED BY EMPLOYEE**

DATES OF EMPLOYMENT	POSITION	SCHOOL/WORK LOCATION

**PART II – TO BE COMPLETED BY PREVIOUS EMPLOYER**

DATES OF SERVICE		TYPE OF EMPLOYMENT							
FROM MO/DAY/YEAR	TO MO/DAY/YEAR	CHECK APPROPRIATE COLUMN			POSITION	SATISFACTORY EXPERIENCE *		TENURE Yes or No	HQ Yes or No
		FULL TIME	PART TIME (Specify)	TEMPORARY (Specify)		Yes	No		

\*Maryland State Board of Education Bylaw 13A.12.01 defines satisfactory experience as experience for which the annual overall evaluation rating is satisfactory or better.

If period of service included any unpaid leave, please provide explanation and dates:

\_\_\_\_\_

If teaching experience was in **MARYLAND**, indicate accumulated sick leave: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Phone No. \_\_\_\_\_

Employer: \_\_\_\_\_

Email: \_\_\_\_\_

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