



ORCHARD FARM R-V SCHOOL DISTRICT

3489 Boschertown Road, St. Charles, MO 63301

636.925.5400 (f) 636.925.5417

SCHOOL EXPERIENCE VERIFICATION

SECTION I: TO BE COMPLETED BY THE APPLICANT. APPLICANT MUST SEND TO ALL PREVIOUS EMPLOYERS TO VERIFY CONTRACTED TEACHING EXPERIENCE FOR CORRECT PLACEMENT ON THE SALARY SCHEDULE.

LAST 4 DIGITS OF SSN	***_**_
CURRENT NAME (LAST, FIRST, MI)	
MAIDEN/FORMER NAMES	
DATES OF EMPLOYMENT	
LEGAL SIGNATURE OF APPLICANT	DATE

SECTION II: TO BE COMPLETED BY PREVIOUS EMPLOYING SCHOOL SYSTEM.

The above listed applicant has been employed by our school district. We would like official documentation of previous employment to ensure accurate placement on our salary schedule. Please complete this form and return within 10 days to Human Resources.

BEGINNING DATE OF EMPLOYMENT		ENDING DATE OF EMPLOYMENT		TOTAL YEARS TAUGHT FOR DISTRICT	TENURED TEACHER IN YOUR DISTRICT?
SCHOOL YEAR	FULL OR PART TIME	NUMBER OF DAYS SERVED UNDER CONTRACT	NUMBER OF DAYS IN FULL SCHOOL YEAR FOR POSITION HELD	SUBJECT AREA(S) TAUGHT	GRADE LEVEL(S)

NAME OF SCHOOL SYSTEM					<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE
SCHOOL PHONE NUMBER					
SCHOOL ADDRESS					
CITY, STATE, ZIP CODE					
ADMINISTRATOR'S NAME (PRINT OR TYPE)				TITLE	
ADMINISTRATOR'S SIGNATURE				DATE	

PLEASE RETURN THIS FORM DIRECTLY TO ORCHARD FARM SCHOOL DISTRICT.
 FAX (636) 925-5417 OR hr@ofr5.com OR mail to:
 Orchard Farm School District
 c/o Human Resources
 3489 Boschertown Road, St. Charles, MO 63301