

**TEACHING EXPERIENCE VERIFICATION**  
**MONTGOMERY PUBLIC SCHOOLS-OFFICE OF HUMAN RESOURCES**  
**P O BOX 1991-MONTGOMERY AL 36102-1991**

**TO RECEIVING SUPERINTENDENT/INSTITUTION OF HIGHER LEARNING/COLLEGE:**

The individual named below has been employed by the Montgomery Public Schools. In order for this individual to receive credit for prior experience on our salary schedule, it is necessary for us to have the information requested below in Part II. Your prompt reply will aid us greatly and certainly will be of benefit to your former employee.

**PART I**

I hereby authorize you as a former employer to furnish to the Montgomery Public Schools of Montgomery Alabama the following information pertaining to me.

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

Please Print/Type

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
*Last First Middle*

\_\_\_\_\_ Date of Birth \_\_\_\_\_  
*Name Taught Under, If Different From Above Day Month Year*

**PART II**

This is to certify the above named individual was a regular **full-time** teacher/instructor of a

☐ Public School ☐ College/University ☐ Private ☐ Public

\_\_\_\_\_  
Name of School/Public College or Institution of Higher Learning Address City, State Zip  
for the period(s) below: (Use other side, if necessary)

School Year	From: Month/Day	To: Month/Day	No. of Days in School Year	No. of Days Taught

Did employee gain tenure in your school system? ☐ Yes ☐ No Is this a public school system/college/university? ☐ Yes ☐ No

I certify that all information pertaining to the above is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of School Official Title Telephone

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_  
Month Year

\_\_\_\_\_  
SEAL and Signature of Notary Public