

Sweetwater County School District No. 2

Human Resources/Personnel Office

351 Monroe Avenue

Green River, WY 82935

(307) 872-8811 Fax: (307) 872-5518

Certified Verification of Employment

An employee must provide the name and address for each school district they have been employed in.

To Whom It May Concern:

I have been employed by Sweetwater County School District No.2. My salary will be determined by my years of verified teaching/counseling experience. Please complete Part II below and forward within five days to the Human Resources/Personnel Office, Sweetwater County School District No. 2, 351 Monroe Avenue, Green River, WY 82935. I have completed Part I for your reference.

Employee Signature

Part I – Personal Data (to be completed by teacher)

Name: _____
Last First Middle Maiden

Social Security # _____

School Name & Address: _____

Position(s) Held: _____

Dates of Employment: _____

Public Education _____ Private Education _____

Part II – Certified Experience (to be completed by appropriate school official)

Dates of Service		Length of Contract	Actual Days Served	Experience			Contract Position	Subject/Grade Taught
Begin Date	End Date			FT	PT	SUB		

(Please use reverse side if necessary)

Signed: _____

Position: _____

School District/Employer: _____

Date: _____

Address: _____

Phone: _____