

# Sweetwater County School District No. 2

## Human Resources/Personnel Office

351 Monroe Avenue

Green River, WY 82935

(307) 872-8811 or (307) 872-5509

### Support Staff Verification of Employment

An employee must provide the name and address for each employer they have worked for.

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#### **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 experience. Please complete Part II below and forward within five days to the Human Resources 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 employee)

Name: _____			
Last	First	Middle	Maiden
Social Security # _____			
School Name & Address: _____			
Position(s) Held: _____			
Dates of Employment: _____			
Public Education _____		Private Education _____	

#### **Part II – Experience** (to be completed by employer)

School/Business	Position	Dates of Employment	Duties/Responsibilities

(Please use reverse side if necessary)

Signed: \_\_\_\_\_

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

School District/Employer: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_