



Division of Human Resources
 1085 Peoria St.
 Aurora, CO 80011

Phone – 303-344-8060
 Fax – 303-326-1941
 Web – www.aps.k12.co.us

TO BE SENT TO YOUR PREVIOUS EMPLOYER(S)

VERIFICATION OF PREVIOUS PROFESSIONAL EXPERIENCE

To Human Resources or Company Official:

I have been offered a position by the Aurora Public School District. Part of my placement on the salary schedule will be determined by verification of my previous experience.

I would appreciate having you complete Part II below and forwarding it **within five days** to the Aurora Public School District at the above address.

Aurora Public Schools generally recognizes outside experience in which an individual was employed half time or full time in a position for at least ninety (90) consecutive business days. Aurora Public Schools does not consider on-call, temporary, substitute or intern experiences for outside experience credit.

 Employee's Signature

I. Personal Data (to be completed by employee)

NAME (Last)	First	MI	(Maiden)	Social Security Number
Dates of Employment				Position(s) Held

II. Experience (to be completed by responsible company official)

From Month/Year	WORKED 90 OR MORE CONSECUTIVE DAYS AS A HALF – TIME OR FULL-TIME EMPLOYEE		POSITION HELD
To Month/Year	YES	NO	

Photocopy if more space is needed

 DATE

 SIGNATURE

 NAME

 TITLE

DISTRICT and/or COMPANY NAME _____

ADDRESS _____

CITY/STATE _____

PHONE NUMBER _____