

1320 West Main Street, Suite 202  
Franklin, Tennessee 37064-3700  
(615) 472-4050  
(615) 472-4190 fax



## CERTIFIED APPLICANT INSTRUCTIONS

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To our applicant's former school system or private school:

Former System Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Attached to this letter is a form requesting verification of previous teaching experience for one of your former employees. Please complete this form and return to us as quickly as possible. The State of Tennessee Department of Education requires this information to be presented this way in order to set the years of experience for salary rating purpose.

1. Experience must be listed yearly, one year per line for the time period of July 1 through June 30. Please enter the number of months (and days if less than a full month), the percentage of a day and the total number of days in your school year.
2. The accrediting agency of your system, private school or college/university must be indicated, such as your state's Department of Education or an accrediting agency such as Southern Association of Colleges & Schools (SACS), Assoc. Of Christian Schools Intl., etc.
3. Indicate whether your school is a public school, private school, school operated by the U.S. Government, or if the employee was a full-time voting member of your college or university faculty. Only these categories are valid. The only college teaching experience acceptable for salary rating is as a full-time voting member of the faculty.
4. Tennessee Public School experience does not have to be submitted. Experience in Tennessee can be pulled for the State Department of Education website. Note: Current school year information will not be available until the school fiscal year has been closed and months/days worked has been reported to the State Department of Education.
5. Out of State Private school experience is not paid until the experience verification form has been submitted to the State Department of Education or review and approval of experience. Once the experience has been granted, you will be paid for the years of experience approved and will receive retro pay if experience is not granted at time of hire.
6. Please be sure that the form bears the proper signature of the school system official, private school administration or college/university official.

Experience is only acceptable when the employee held no less than a bachelor's degree and was properly certified as a teacher, if the work was performed in a K-12 area.

Information which should assist you in locating this employee's records:

Name(s) When Employed With You: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

School(s): \_\_\_\_\_

Thank you for your assistance.

Please return all completed Tennessee Department of Education Experience Verification Forms to the Human Resources Department attention HR Specialist/Licensed Educators.

