



Verification of Prior Job Experience

Must be initiated prior to hire

Please return this form to: Clarksville Montgomery County School System
Attn: Human Resources
621 Gracey Avenue
Clarksville, TN 37040

Name of Employee _____

Social Security # _____

Experience Record- To be completed by previous supervisor or a representative from the Human Resources Dept.

Name of Employer _____

Address _____

Phone number _____

Beginning employment date _____ Ending employment date _____

Number of hours worked per week _____

Job title(s) during employment _____

Brief description of duties during employment:

I hereby certify that the above listed experience is a true representation of the above named.

Signature

Title

Date

Completed by Clarksville-Montgomery County School System Staff

Date Received/Verified in HR _____

Years of experience granted _____

CHRO/HR Designee

Date