



Human Resource Services

Verification of Allied Experience

(Non-certificated paid experience closely allied to local certificated assignment)

This verification of non-certificated allied experience is required by our district to place an employee on the salary schedule with appropriate years of experience.

RETURN COMPLETED FORM TO:

Sacramento City Unified School District
 Human Resource Services, Attention: Personnel Technician
 P. O. Box 246870, Sacramento, CA 95824-6870

➔ Authorization for release of information:

THIS IS TO VERIFY THAT _____, SSN _____ WAS EMPLOYED AS INDICATED BELOW.
Name (printed)

THE SECTION BELOW IS TO BE COMPLETED BY PREVIOUS EMPLOYER

IMPORTANT: List verification by fiscal year, i.e., July 1 to June 30. Do not enter teaching experience on this form. Fill out each column, as requested, or form will be returned for completion.

NOTE: When fully verified, ALLIED experience will be evaluated on the basis of one step for each two years of such acceptable experience WITHIN THE PAST TEN YEARS with a MAXIMUM placement on Step 4. Such credit, when added to any prior CERTIFICATED EXPERIENCE CREDIT, cannot result in placement higher than that indicated on the certificated salary schedule.

Fiscal Year		Name of Employer & Location of Employment	Type of Work Performed (Be Explicit)	Percent of Time Worked (If Less Than Full-Time)	Number of Months, Days, or Hours (As Applicable)
Beginning Date (Month, Day, Year)	Ending Date (Month, Day, Year)				

Signature _____ Title _____ Phone _____ Date _____