



Human Resource Services

Verification of Management Experience

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

Please return the 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 _____ Name (Printed) |
| was employed by _____ Employing School District Address |

The section below is to be completed by previous employer.

| | |
|----------------------------------|--------------------------------|
| Last Position Held (Title) | _____ |
| Contract Daily Rate | _____ |
| Annual Salary | _____ |
| Allowance for Doctorate (if any) | _____ |
| Allowance for Longevity | _____ |
| Days Required to Serve | _____ |
| Days Actually Served | _____ |
| How Long in This Position? | _____ |
| | Start Date Through Ending Date |

Signature _____ Title _____

Date _____ Phone () _____

Thank you for your attention to this matter.