

Experience verification request

Form HR-006
Revised 2/2/2015



In accordance with West Virginia Code §18A-4-1 et. seq., credit may be granted to professional educators for years of experience in the teaching profession, to school nurses for years employed as a public school nurse or as a nurse in the armed services, and to service personnel employees for years of employment with a county board of education in West Virginia.

Under West Virginia Code §18A-4-7a (h), 133 days of service as either a regular or substitute employee during a single school year constitutes a full year of experience. Fractions of a year are not granted for experience credit, nor may less than 133 days in various school years be accumulated.

Employee information

Name _____

Preferred phone _____

Employee ID

Preferred email _____

9 5 4 0 0

By signing here, I certify that I am the above named employee and that I submit this experience verification request in good faith, releasing the below named employer to release records of my employment to Mingo County Schools to gain experience credit for pay purposes with Mingo County Schools.

SIGNATURE

DATE

Experience details

**TO BE
COMPLETED
BY THE
EMPLOYEE**

Employer _____

Mailing address _____

City, State ZIP _____

**TO BE
COMPLETED
BY THE
EMPLOYER**

(For greater than
4 years of
experience,
attach additional
documentation)

School year	Title / Classification	Total Days of Service	Full- or Part-time	
			Full	Part

**WV COUNTY BOARDS OF
EDUCATION / PUBLIC AGENCIES**

UNUSED DAYS OF
PERSONAL LEAVE _____

RETIREMENT PLAN
I II IV

CONTRACT TYPE
Probationary Continuing

**SIGNATURE OF INDIVIDUAL
COMPLETING THIS FORM** _____

DATE _____

PRINTED NAME _____

TITLE _____

**RETURN TO: MINGO COUNTY SCHOOLS
ATTN: HUMAN RESOURCES
RT. 2 BOX 310
WILLIAMSON, WV 25661**

FOR OFFICE
USE ONLY

DATE RECEIVED

SOURCE