



XYZ COMMUNITY SCHOOL DISTRICT

REQUEST FOR INFORMATION REGARDING TEACHER'S EXPERIENCE

To Superintendent or other School Official:

A teacher's placement on the XYZ Schools' salary schedule is determined in part by experience previous to entering our district. As the former employer of the teacher whose name appears below, will you please assist us by providing the information requested?

Sincerely,
Ima N. Administrator

Name of teacher: _____ (completed by XYZ district)

Social Security #: _____ (completed by XYZ district)

Position(s) with your school district: _____

District and location(s) served by the above candidate:

Dates of employment: From _____ To _____
Month Day Year Month Day Year

Years and months of employment: Total: Years _____ and Months _____
Full Time _____ Part Time _____ FTE _____ Hours per Week _____

Was the above candidate asked to resign OR did he/she resign rather than face potential disciplinary action such as termination?
_____ Yes _____ No

Number of workdays if employed less than six months _____

Was the above candidate in a position(s) that required a teaching license to perform the job(s)? _____ Yes _____ No

Please indicate for which position(s) you listed he/she as NOT required to have a teaching license.

Was the above candidate a Substitute teacher only? _____ Yes _____ No

Comments (e.g. Unpaid leaves? any additional information that might qualify or disqualify the candidate for a teaching position with the XYZ School District?)

Signature of person reporting _____ Date _____

Position _____ Phone _____

Address _____

RETURN COMPLETED FORM TO: Ima N. Administrator
District Address
XYZ Community Schools
XYZ, IA 55555