



# MIAMI-DADE COUNTY PUBLIC SCHOOLS NON-TEACHING EXPERIENCE VERIFICATION

M-DCPS EMPLOYEE # (if known)

**CANDIDATE:** COMPLETE THIS SECTION AND SEND TO EACH EMPLOYER FROM WHOM YOU ARE REQUESTING EXPERIENCE.

<p>_____</p> <p>(Former Employer)</p> <p>_____</p> <p>(Address)</p> <p>_____</p> <p>_____</p> <p>(City) (State/Country) (Zip Code)</p>	<p><b>RETURN ORIGINALS (NO COPIES/FAXES)</b></p> <p><b>TO: MIAMI-DADE COUNTY PUBLIC SCHOOLS</b></p> <p>Compensation Administration 1500 Biscayne Boulevard, Suite 140 Miami, FL 33132</p>
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EMPLOYEE NAME: \_\_\_\_\_, SSN \_\_\_\_\_, has been employed by Miami-Dade County Public Schools, Miami, Florida.

Anticipated assignment with Miami-Dade County Public Schools (e.g., Therapist, Vocational Teacher, Science Teacher, etc.): \_\_\_\_\_

**TO BE COMPLETED ONLY BY FORMER EMPLOYER:**

Verification of work experience is **required** for state and county salary purposes.

**INSTRUCTIONS:** Please complete this form as accurately as possible in accordance with your personnel or payroll records. If employee held more than one position use as many lines as needed on the form below. (For questions please e-mail us at [compensation@dadeschools.net](mailto:compensation@dadeschools.net) or (305) 995-7040).

FROM			THROUGH			<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Mo.	Day	Year	Mo.	Day	Year	
						Job Position: _____
Job Duties: _____						

FROM			THROUGH			<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Mo.	Day	Year	Mo.	Day	Year	
						Job Position: _____
Job Duties: _____						

FROM			THROUGH			<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Mo.	Day	Year	Mo.	Day	Year	
						Job Position: _____
Job Duties: _____						

Please provide your Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

If appropriate, please verify that this was: self-employment \_\_\_\_\_ family-owned business \_\_\_\_\_ or a firm no longer in business \_\_\_\_\_.

Please print your name: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE TITLE DATE STATE COUNTRY