



# TRUMBULL PUBLIC SCHOOLS

6254 MAIN STREET  
TRUMBULL, CONNECTICUT 06611

## VERIFICATION OF SUCCESSFUL PROFESSIONAL EXPERIENCE

### Part 1 – Employee Authorization

\_\_\_\_\_ has been appointed to a certified position in our school system. Please verify his/her professional employment in your school or institution. Your assistance in establishing a correct service record is appreciated.

Former Employer Name and Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Service: \_\_\_\_\_

Name When Last Employed: \_\_\_\_\_

Authorization is granted to release all information requested:

\_\_\_\_\_  
Employee Signature                                  Date                                  Social Security Number

### Part 2 – Former Employment Verification

USE SEPARATE LINE FOR EACH YEAR OF EMPLOYMENT  
(Report part time service as a decimal & clearly define leaves of absence)

Name of School	From (mm/dd/yy)	To (mm/dd/yy)	FTE

Was employee granted tenure as defined by Connecticut General Statutes? Yes/No \_\_\_\_\_. If yes, Tenure Date \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ School District \_\_\_\_\_

Return this form to: Trumbull Public Schools, Human Resources, 6254 Main Street, Trumbull, CT 06611