Greater VICTORIA School District

Human Resource Services

Re: Verification of Employment

Teachers may be eligible for experience credit for teaching elsewhere. Credit may also be provided to teachers who have work experience directly related to their intended position. The information on this form will be used to determine eligibility.

To be filled out by the Employer: Today's Date:

Employee Name:

I hereby certify that the above named employee worked for the period(s) noted below:

Date	to	Date	Position Title	Hours Per Week	For District Use Only
	to				
	to				
	to				
	to				

Employer Information:

Name of Employer	
Signature of Employer	
Contact Email of Employer	
Company or Organization	
Address	
Postal Code	
Phone Number	

Please indicate the duties and responsibilities this individual had when employed with your organization:

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Please return to: Human Resource Services
Greater Victoria School District No. 61
Fax: (250)475-4113
Email: hrs@sd61.bc.ca