|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Last Name | | First Name | | | | Initial |
| TEA ID Number | | | | | | |
| **Employment Verification** | | | | | | |
| We find it necessary to verify the employment of the above named individual during each  academic year. This information is needed to determine whether the experience may be counted for salary increment purposes. To assist us in our evaluation, the following information is requested. | | | | | | |
| What were the beginning and ending dates of employment? A service record must accompany this form for the district to determine creditable years of service. | | | | | | |
| Years of Service From | Years of Service To | | | Percent of Day Employed | | |
|  |  | | |  | | |
| 1. Was this person employed either at the faculty status level or as an  administrator on a part-time basis during each academic year (not as a graduate assistant, teaching fellow, etc.)? | | | | | Yes  No | |
| 2. Was the work assigned during each academic year consistent with the  work performed by other similar employees? | | | | | Yes  No | |
| 3. Was the salary paid during each academic year equal to that of other similar employees? | | | | | Yes  No | |
| 4. Was employment at least three and one-half hours each day. | | | | | Yes  No | |
| Name of Institution | | | | | | |
| Title | | | Signature of Official | | | |
| **The organization's official stamp must be included on the form if service from outside of the United States is reported.** | | | | | | |