

NON-TEACHING STAFF – Verification of Work Experience - FULTON COUNTY SCHOOLS

HR Staffing-Talent Division 6201 Powers Ferry Road NW, Atlanta, GA 30339

Have this form completed by previous employer. **Mail or fax to the appropriate HR Area (see second page)**

Part I: TO BE COMPLETED BY EMPLOYEE: In order for experience credit to be granted for the current school year, verification must be received no later than the last working day of the current contract period. Retroactive salary will not be given for previous school years. If resigning before completing the current contract period, verification must be received by the resignation date.

Employee's Name: _____ Social Security No.: _____ - _____ - _____ Date of Birth: _____

Employee's Phone Number: _____ Assigned School/Dept: _____

By signing below, I hereby authorize my former employer to complete this form and return it to Fulton County Schools. I also understand that it is my responsibility to obtain correct and completed employment verification forms from my previous employers.

Employee's Signature: _____ Date: _____

Part II: TO BE COMPLETED BY PREVIOUS EMPLOYER: The individual whose name appears above has been employed by Fulton County Schools. In order to establish correct salary placement, it is necessary to verify previous employment. Your assistance in establishing a correct service record for this employee will be appreciated.

School District/Company: _____ State: _____

Did the employee receive an Overall Unsatisfactory, Ineffective or Needs Development annual summative performance evaluation? Yes No

If YES, please indicate which year(s) and what rating(s): _____

NOTE: Use one line for each academic year or change in status. Do not include leave of absence periods.

Position Held	Dates of Service (MM/DD/YY)		Full-time or Part-time	Hours Per Week	Job Duties (Please provide a Job Description if Possible)
	From	To			

I certify that all the information listed above is complete and correct according to the official records of the school system or company providing this verification of experience.

Signature of Authorized Official: _____ Date: _____

Printed Name: _____ Title: _____

Telephone No.: _____ Email: _____

Part III: TO BE COMPLETED BY GEORGIA SCHOOL SYSTEMS ONLY

As of _____ (Date) _____ days of unused accumulated sick leave are herewith transferred, in accordance with O.C.G.A. Section 20-2 850, for inclusion in the permanent personal record of the above-named employee.

Did Employee Gain Tenure Status? Yes No

Part IV: TO BE COMPLETED BY FULTON COUNTY SCHOOLS

Employee ID No.: _____ Current Group: _____

Employment Date: _____ Current Step: _____

Total Years of Experience: _____ Revised Step: _____ Updated 11/15/2022

LIST OF SCHOOLS/DEPARTMENTS BY HR AREAS

HR Area I	HR Area II	HR Area III	HR Area IV	HR Area V	Operations Staffing
Elementary Schools					
Alpharetta	Conley Hills	Abbotts Hill	A. Phillip Randolph	Asa Hilliard	Administrative 235 grade 31 and below (except Coordinators)
Birmingham Falls	Dunwoody Springs	Barnwell	Campbell	Bethune	Audiologist
Cogburn Woods	Hamilton E. Holmes	Dolvin	Cliftondale	Brookview	Cluster Nurse
Crabapple Crossing	Hapeville	Esther Jackson	Gullatt	College Park	District Chef
Creekview	Heards Ferry	Findley Oaks	Liberty Point	Evoline C. West	Food Service Workers (Roaming)
Hembree Springs	High Point	Hillside	Mimosa	Feldwood	Lead Data Title I
Lake Windward	Ison Springs	Medlock Bridge	Roswell North	Heritage	Maintenance
Manning Oaks	Lake Forest	Northwood	Renaissance	Love T. Nolan	Manager In Training (Food Service)
Mimosa	Parklane	Ocee	Seaborn Lee	Oakley	Occupational Therapist
Mountain Park	Spalding Drive	River Eves	Stonewell Tell	Palmetto	Occupational Therapy Asst
New Prospect	Woodland	Shakerag	Vickery Mill	S. L. Lewis	Physical Therapist
Summit Hill	K-2 Remote	State Bridge Crossing	Wolf Creek		Physical Therapy Asst
Sweet Apple		Wilson Creek			PreK Diagnostician
					Program Specialist
					School Psychologist
Middle Schools					
Crabapple	Paul D. West	Autrey Mill	Camp Creek	Bear Creek	School Resource Officer
Elkins Pointe	Ridgeview	Haynes Bridge	Crabapple	Ronald McNair	School Social Workers
Hopewell	Sandy Springs	River Trail	Holcomb Bridge	Woodland MS	School Technology Specialist
Northwestern		Taylor Road	Renaissance		Speech Language Pathologist
Webb Bridge			Sandtown		Speech Language Pathologist Asst
					Sub Food Service Manager
High Schools					
Alpharetta	F.A.V.E.	Centennial	Global Impact	Banneker	Transportation
Cambridge	Independence	Chattahoochee	Langston Hughes	Career Academy	Warehouse
Innovation	North Springs	Johns Creek	Westlake	Creekside	
Milton	Riverwood	Northview			
Roswell	Tri-Cities				
HR Area I (Zone 5 & 7)	HR Area II (Zone 2 & 4)	HR Area III (Zone 5 & 6)	HR Area IV (Zone 3 & 5)	HR Area V (Zone 1 & 2)	HR Staffing - Operations
Fax: 1-866-315-5989 Specialist- Latrice Glover	Fax: 1-866-407-2976 Specialist - Joan Schimelman	Fax: 1-866-753-5122 Specialist - Shareen Fripp	Fax: 1-866-429-0459 Specialist - Jennifer Dukes	Fax: 1-866-381-1686 Specialist - Jeralyn Keel	Fax: 1-866-678-3231 Specialist - Melinda Edwards E-mail: HRZoneCentral@fultonschools.org

Executive/Administrative Staffing
COORDINATOR
GRADE 32 and above
Principal
Assistant Principal
Contact Information for Executive/Administrative Staffing
Fax: 1-866-915-7570 Specialist - Donna Stewart E-mail: stewartd@fultonschools.org

