



Division of Human Resources
 1085 Peoria St.
 Aurora, CO 80011

Phone – 303-344-8060
 Fax – 303-326-1941
 Web – www.aps.k12.co.us

PLEASE SEND THIS FORM TO YOUR PREVIOUS EMPLOYER(S)

2017-18 VERIFICATION OF PREVIOUS PROFESSIONAL EXPERIENCE

To the Superintendent or Human Resources Official:

The Aurora Public School District has offered me a teaching or licensed employee position. At Aurora Public Schools, teachers and licensed employees are given salary credit for up to ten (10) years of qualified outside experience within the preceding fifteen (15) years on a one-year-for-one-year basis. Internships, student teaching, substituting, on-call, or contracts with salaries and benefits less than what a regularly contracted teacher would receive do not qualify. The criteria for outside experience are described below.

I would appreciate having you complete the experience table below and forwarding it **within five days** to the Aurora Public School District at the above address or fax.

PERSONAL DATA (to be completed by employee)	
PRINTED Name:	Social Security Number:
Dates of Employment:	Position(s) Held:
Signature:	

EXPERIENCE (to be completed by responsible school official)							
EXPERIENCE CRITERIA: Licensed Employee was contracted and paid on a salary basis for an accredited K-12 educational institution for 90 consecutive workdays or more and for half time of a full teacher’s schedule or more, and teacher was eligible for a state department teaching license or authorization. The school must have been accredited for each year of verified employment.							
School Years	Yes	No	Position Held	School Years	Yes	No	Position Held
2016-17				2008-09			
2015-16				2007-08			
2014-15				2006-07			
2013-14				2005-06			
2012-13				2004-05			
2011-12				2003-04			
2010-11				2002-03			
2009-10							
Date:				District and School Name:			
PRINTED Name:				Address:			
PRINTED Job Title:				City/State:			
Signature:				Phone:			

