

Jeff Davis County School System

Mr. Chris Roppe
Superintendent of Schools

(912) 375-6700 Phone
(912) 375-6703 Fax

Request for Verification of Previous Professional Employment

To: _____
System Contact Person or Department

School System or Institution

Mailing Address

City State Zip Code

The Jeff Davis County School System has employed the individual whose name appears below. In order to establish salary placement, it is necessary to verify previous professional employment. The following page provides the form for the information needed for salary purposes and for other employee benefits. Thank you for this service to your former employee.

This section provides information about the employee when they were employed in your system.

_____	_____	_____
First Name	Middle	Last Name
_____		_____
Name when employed, if different from above		Social Security Number
_____		_____
Dates of employment with system listed above		School/Department where employed

Position when employed in the system listed above		

I hereby authorize the school system or institution listed at the top of this page to release all information requested on the reverse side of this form to the Jeff Davis County School System.

Employee Signature Date

The reverse side of this form is to be completed by the previous school system and returned to:

Human Resources Department
Jeff Davis County Board of Education
P.O. Box 1780
Hazlehurst, Georgia 31539
912-375-6703 - Fax

