



Verification of Experience Form-Current Aspire Teammates

This form is to be used by individuals who wish to establish prior experience in a *credentialed* position with organizations or schools outside of Aspire Public Schools. You will need a separate form for every employer you wish to establish experience with.

Completed forms can be sent to your Regional HR Generalist on the Aspire Employee Services Team by one of the following methods:

1. Email- hr@aspirepublicschools.org
2. Fax- (510) 434-5004
3. Mail or in Person- Attn: Employee Services, 1001 22nd Avenue Suite 100, Oakland, CA 94606

-----Section to be Completed by Current Aspire Teammate-----

Name of Teammate: _____

Former Name of Teammate (if applicable): _____

Last Four Digits of SSN: _____ Region of Aspire School: _____

-----Section to be Completed by Former School/Organization-----

Name of School Verifying Employment _____

Public School Private School Charter School

Position or Grade Level (additional information or documentation may be attached if necessary)	Start Date	End Date	FT/PT*	Complete School Year (Y/N)**

If PT is indicated, please indicate the percentage hours per week the individual worked: _____

**If the answer is no, what percentage of your school year did the individual complete? _____%

Name of Individual Completing this form: _____

Title: _____ Signature: _____

Date: _____ Contact Number: _____