



BALDWIN COUNTY BOARD OF EDUCATION

CLASSIFIED EXPERIENCE VERIFICATION FORM

Beginning with the 2022-23 school year, the Baldwin County Board of Education Salary Schedule allows for new employees to provide verification of K-12 public school experience earned in the same position per the Board approved Salary Schedule. Credit shall be given for full-time classified employees, in public K-12 schools registered with their state departments of education or in a regional private school and shall receive credit toward step raises for the school experience verified in accordance with the procedures set forth on page 9. Classified employees shall be responsible for furnishing proof to establish experience credit.

The employee shall be responsible for ensuring this form is received in the Human Resources office per the Guidelines of Experience Credit of the Board approved Salary Schedule.

Please complete the information below and return directly to the Baldwin County Board of Education, 2600 N Hand Ave, Bay Minette, AL 36507, Attn: Human Resources. No emails or faxed copies will be accepted.

EMPLOYEE NAME: _____ **SOCIAL SECURITY #** _____

SCHOOL DISTRICT: _____

STARTING DATE	ENDING DATE	FT	PT	POSITION HELD

I CERTIFY THAT ALL OF THE ABOVE INFORMATION PERTAINING TO THIS INDIVIDUAL IS TRUE AND CORRECT:

Signature (and printed name & title) of Superintendent, Headmaster, Human Resources/Payroll Official completing information:

Signature: _____ Date: _____

Printed Name/Title: _____

Sworn to and subscribed before me this ____ day of _____, _____ Expires: _____ Seal and Signature of Notary Public	<i>A notary seal or business card of the authorized official must be attached.</i> My Commission
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Name, address and phone number of system verifying information: _____

“For BCBE HR Use Only”

Approved By: _____ Date: _____ Total Years: _____