

Anderson School District One

P.O. Box 99
Williamston, SC 29697

Dr. R. Wayne Fowler, Superintendent

Telephone: 864-847-7344/864-235-8768

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www.anderson1.k12.sc.us

Verification of Previous Employment and Leave Balance

Employee Section:

I agree to have the information listed below, regarding my previous employment, released to Anderson School District One.

Signature

Printed Name

Date

SSN

Please sign above to authorize the release of the following information and send a copy to each of your previous employers.

Previous Employer Section:

Anderson School District One has employed the individual listed above. In order to establish salary and other employee benefits, it is necessary to verify previous employment. On your company letter head, please provide us with the following information on this individual:

1. Job Title/Position
2. Hire date
3. Resignation/Termination Date
4. Any leave of absence periods or breaks in employment
5. Full time equivalency (part time/full time)
6. Years of experience completed as of last day employed
7. Unused leave balance upon separation (SC-State-Covered Entities Only)

This letter must be signed and dated by the individual's District Superintendent/Company Supervisor and include contact information. Thank you very much for your help with this process.

Sincerely,

Tami Bishop

Tami Bishop
Payroll Administrator