

Richmond County Board of Education - Human Resources Department  
 864 Broad Street, Augusta Georgia 30901 - 706-826-1130  
**Verification of Experience for Classified Personnel**

**Credit given for experience must pertain to the same or related position held in Richmond County and be returned within the first year of employment.**

**Section 1. Applicant Information** (To be completed by applicant)

Employee's Name: \_\_\_\_\_ Maiden Name (If applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Social: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

**Section 11. Employer Information** (To be completed by current or previous employer - Designated Personnel Officer)

Personnel Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

School/Business Name: \_\_\_\_\_ Phone#- \_\_\_\_\_

School/Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 111. Employee Information** (To be completed by employer)

Employment Dates		Full Time	Part Time	Position
From (mm/dd/yyyy)	To (mm/dd/yyyy)			

**Section IV.** I certify that all information listed is complete and correct according to the official records on file in the school system or institution providing this verification of experience.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to: RICHMOND COUNTY BOARD OF EDUCATION, Human Resources, 864 Broad Street, Augusta, Georgia 30901**

Attention:     Charles Wilcher