



## EMPLOYMENT HISTORY VERIFICATION FORM

Archdiocese of Miami Office of Catholic Schools

To meet the requirements of State Scholarship Compliance and in addition to all other screenings, private schools must do an employment verification/history check, with all of the previous employers, for candidates to a job position that requires direct contact with students. Personal references are not included for scholarship compliance. Please complete this form and add it to the employee's personnel file; note details of un-answered attempts made to contact employer; and, if necessary, make additional copies of this form to accommodate more previous employers.

We give teaching experience credit for:

- Every year the person has had a Bachelor's degree and taught full time for the entire academic year whether at a public, private or Catholic school. We do not give credit for partial years.
- He or she must have been teaching in grades K-12 as we do not give credit for tutoring nor for teaching at college or university level.
- Credit for teaching at a school outside the United States must be approved by the OCS.

Candidate's Name: \_\_\_\_\_

Applicant to Position: \_\_\_\_\_ Teacher's FLDOE # (if applicable): \_\_\_\_\_

Employer/Company Name: \_\_\_\_\_

Name of Company Contact: \_\_\_\_\_

When was (employee name) employed with your organization? \_\_\_\_\_

How many of those years was the employee a teacher? \_\_\_\_\_

Is this candidate eligible for employment in your organization/school/parish? \_\_\_\_\_

Any disqualifying issues? \_\_\_\_\_

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Name of Company Contact: \_\_\_\_\_

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How many of those years was the employee a teacher? \_\_\_\_\_

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Name of Company Contact: \_\_\_\_\_

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How many of those years was the employee a teacher? \_\_\_\_\_

Is this candidate eligible for employment in your organization/school/parish? \_\_\_\_\_

Any disqualifying issues? \_\_\_\_\_

Printed Name of Person Completing this Form: \_\_\_\_\_

Signature of Person Completing this Form: \_\_\_\_\_

Date: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_ (if using multiple pages)