



OFFICE OF THE
EXECUTIVE DIRECTOR
OF HUMAN RESOURCES

North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217
Phone (210) 407-0188, Fax (210) 804-7288
www.neisd.net

VERIFICATION OF EMPLOYMENT

Company Name: _____

Address: _____

City, State, Zip Code: _____

Dear Employer:

One of your former employees has applied for a position with North East Independent School District. Please provide us with the information requested on the reverse side of this letter so that we can evaluate the applicant's work experience. This information is needed to determine whether the experience may be counted for salary purposes under our current salary structure.

This form must be returned to North East ISD by mail. If sent via fax, it must be followed by an original signed copy.

Thank you for your prompt attention to this matter.

Sincerely,

Chyla M. Whitton
Executive Director of Human Resources

Please return this form to:

North East Independent School District
Career and Technical Education
Justin Missildine, Senior Director
8961 Tesoro Drive, Suite 403
San Antonio, Texas 78217

**Verification of Employment
(Information to be provided by a former employer)**

Employee Name:	Last four of SSN:	Employer:
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Please use one line per service year. Indicate the beginning and ending dates of each service year, give the position held and the major responsibilities of the position. The actual percentage of the day employed and the number of days employed for the service year are very important. Thank you for your cooperation in completing this form.

	Beginning Date	Ending Date	% of the day employed	# of days per service year	Position / Title	Major Responsibilities
1 st Year						
2 nd Year						
3 rd Year						
4 th Year						
5 th Year						
6 th Year						
7 th Year						

Comments/Additional Information:

Title and Signature of Employer	Date: