
New Teacher Employment Verification Procedure (PER-W006)

Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Human Resources Department processes all new teacher employment verification in the Milford Public School District.

The on-line version of this work instruction is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Associate Superintendent of Teaching and Learning
- 2.3 Director of Human Resources
- 2.4 Human Resources Specialist

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE: -

- 5.1 The Human Resources Director reviews the new employee application for work history for placement, salary, etc.
 - 5.1.1 If the employee has no prior teaching experience, employment verification is not necessary.
 - 5.1.2 If the employee has had prior teaching experience, the Human Resources Specialist forwards the employment verification form to each previous teaching institution.
 - 5.1.2.1 If the application does not have adequate information on the previous employer, the new teacher is contacted to provide the information needed.
 - 5.1.2.2 The employment verification form is filled out with the employee's name and social security number and attached to a form letter sent to the employee's previous teaching institution.
- 5.2 When Human Resources is in receipt of the employment verification form, it is stamped in, reviewed, recorded and placed in the employee's personnel file by the Human Resources secretary.
 - 5.2.1 When the employment verification form is filed in the employees file, a check mark is placed in the previous employer's information section of the teacher's application noting that this has been received by Human Resources.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 PER-F013 Employment Verification Form
- 6.2 PER-F014 Letter of Employment Verification
- 6.3 PER-F018 Employment Application
- 6.4 PER-F003 Employee Application for internally posted
- 6.5 Employee personnel file

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PER-F013 Employment Verification Form	Employee File	99 years	Shred	Locked Office
PER-F018 Employment Application	Employee File	99 years	Shred	Locked Office
PER-F003 Employee Application for internally posted	Employee File	99 years	Shred	Locked Office
Employee file	Locked office	99 years	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/15/2005	B	Add staff to 2.0; add/delete language to 5.0; add associated documents to 6.0; add information to 7.0

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