



## Application for Outside Work Experience

**Employee Instructions:** Complete this form and submit it to Human Resources. Include the name of each previous employer you are contacting for verification of outside work experience. This form will be used by Human Resources to document Employment Verification forms received from employers. Only employment listed on the Application will be considered.

Human Resources will determine appropriate pay step placement when all Employment Verification forms listed below are received **OR** 60 days from date of hire, whichever occurs first. If there are outstanding verifications after 60 days from date of hire, salary placement will be determined at that time based upon the verifications that have been received. Experience credit is retroactive to date of hire if verifications are received within 60 days from date of hire. Verifications received after 60 days and up to one year from date of hire will be processed, but **will not** be retroactive. Verifications received after one year from date of hire will not be eligible for consideration.

It is the employee's responsibility to send the Employment Verification Form to the former employer and follow up with the former employer to ensure forms are returned directly to Human Resources **by the employer**.

Name: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Dept/School: \_\_\_\_\_

Name of Previous Employer

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**HR USE ONLY**

Date Received: \_\_\_\_\_ DOH: \_\_\_\_\_

<i>Date EV Received</i>	<i>Dir Rel? y/n</i>	<i>F/T? y/n</i>	<i>Retro? y/n</i>	<i>Validated Yrs/Mo</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Yrs/Mo \_\_\_\_\_

Equiv. Pay Steps \_\_\_\_\_

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_