



HUMAN RESOURCES

Certificate of Service

This is to certify that _____ was employed in the _____ school district.

Address: _____ City: _____ State: _____ Zip: _____

Phone (_____) _____ Fax (_____) _____

Position Held: _____

The above named teacher, whose signature appears below, has been appointed to a teaching position in Pueblo School District No. 60, Pueblo, Colorado. All previous experience of this employee must be verified by an authorized school official in order for District No. 60 to establish complete personnel records and placement on the salary schedule for the teacher. Please state the experience record for this employee, each year, the number of days taught each year, as shown in your school district records.

Signature _____ Social Security Number _____

Please mail this form to:

Pueblo School District No. 60, Human Resources Department, Attn: Certified Staff, 315 W. 11th Street, Pueblo, CO 81003.

District to Complete Below

| Name of District | Grade/Subject Taught | No. Days Actually Taught | No. of Months Taught | Date From Mo. / Day / Year | Date To Mo. / Day / Year |
|------------------|----------------------|--------------------------------|----------------------------|-------------------------------|-----------------------------|
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Please fill in the following:

1. Was this employee fully certified for teaching (not emergency license) by the State Certification Department in your state?

Yes _____ No _____

2. This experience was obtained in: (Check one)

_____ Public Schools _____ College, University, Jr. College _____ Private or Parochial School

_____ Overseas Dependent School _____ Peace Corps _____ Other _____

Remarks: _____

Date: _____

Completed By: _____

Notary: _____

Title: _____

My Commission Expires: _____

Stamp: _____