



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

Human Resources Department
 520 FIFTH AVENUE, FAIRBANKS, AK 99701-475

RETURN FORM: Fax (907) 451-6008 or
 Email: human.resources@k12northstar.org

VERIFICATION OF SERVICE

INSTRUCTIONS: **This form should be completed by the department in charge of employment records where prior service was rendered.** This information is required for salary placement and must be date stamped in the FNSBSD Human Resources Department within six (6) weeks from the date of hire. Return the signed and completed form by mail, fax or PDF scan to the Fairbanks School District, Human Resources Dept.

Applicant: _____ Name under which service was rendered if different from present name _____

Mailing Address: _____ Last four of SS Number: _____ Previous Employee or School ID#: _____

City / State / Zip: _____ **Employee Signature for release of information:** _____

School year during which service was rendered: *		School	Type of School:		Actual Number of Days Worked	Hours Per Day	Position Held Content / Subject Taught	Full-Time	Part-Time	Type of Certificate Required:	
From	To		Public	Private						Teaching	Admin.
<i>*Use a separate line for each year of service. Copies of this form may be made if necessary.</i>											
7/1/____	6/30/____										
7/1/____	6/30/____										
7/1/____	6/30/____										
7/1/____	6/30/____										
7/1/____	6/30/____										
7/1/____	6/30/____										

Employment Status: Non Tenure Tenure TEMP/non continuing contract

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT ACCORDING TO OFFICIAL EMPLOYMENT RECORDS.

School District: _____ Phone: (____) _____ Ext. _____

Mailing Address: _____ District / School hold accreditation: YES NO

Certifying Official (**Printed Name**): _____ Title: _____ Accrediting Agency: _____

Signature of Certifying Official: _____ Date: _____