



*"Building a  
Foundation for  
Lifelong  
Learning"*

# CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER

201 Booth Street • Elkton, MD 21921

Phone: 410-996-5432 • Fax: 410-996-1051 • [www.ccps.org](http://www.ccps.org)

**To be completed by new employee:**

To: \_\_\_\_\_  
Name of School District \_\_\_\_\_ Date \_\_\_\_\_

I have been employed as a teacher in Cecil County, Maryland, effective \_\_\_\_\_.  
In order to substantiate my previous experience for salary purposes, will you kindly verify my  
dates of employment below. This form is to be sent directly to:

Executive Director for Human Resources  
Cecil County Public Schools  
201 Booth Street  
Elkton, MD 21921

\_\_\_\_\_  
First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Social Security Number \_\_\_\_\_

**To be completed by previous employer:**

Date	Name of School or System	Total Time Under Contract		Subjects Taught
		Months	Days	

Was the experience listed above successful?  Yes  No

**Seal of Board or School**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**Our Mission:** to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.