

TO BE SENT TO EACH OF YOUR PREVIOUS EMPLOYERS (This includes the Buffalo Public School District)

BOARD OF EDUCATION
Human Resource Services
 719 A City Hall
 Buffalo, New York 14202
 Phone: (716) 816-3580 Fax: (716) 851-3935

VERIFICATION OF PRIOR SERVICE

To Whom It May Concern:

Date: _____

I have recently been employed by the Buffalo City School District. Please complete Part II below and forward to: Human Resource Services, Attention: Richard Thompson, Buffalo Public Schools, 719A City Hall, Buffalo, New York 14202

Employee's Signature

I. –Personal Data (to be completed by teacher). Please type or print.

Name (Last)	(First)	(M.I.)	(Maiden)	Social Security Number
Dates of Employment				Position(s) Held

II. – Teaching Experience (to be completed by authorized school official).

USE ONE LINE FOR EACH ACADEMIC YEAR OR CALENDAR YEAR (FOR POSITIONS PAID ON CALENDER YEAR BASIS)
USE BACK OF FORM IF NECESSARY

DATES OF SERVICE Began (Mo./Day/Year)	DATES OF SERVICE Ended (Mo./Day/Year)	Actual Days Paid Per Year	IF PART TIME No. Hours Per Day	IF PART TIME No. Days Per Week	POSITION HELD

Full-Time _____ Part-Time _____ Hourly _____ Substitute _____

<p style="text-align: center;">STATEMENT MUST BE NOTARIZED</p> <p>Subscribed and sworn to before me</p> <p>This ____ day of _____ 20 ____</p> <hr/> <p>Notary Public</p> <p>County of _____</p> <p>State of _____</p> <p>My Commission Expires _____</p>	<p>_____ Authorized Signature</p> <p>_____ Please type or print above name</p> <p>_____ Title</p> <p>_____ School System or Agency</p> <p>_____ Address</p> <p>City _____ State _____ Zip _____</p> <p>Phone: () _____</p> <p>Fax: () _____</p>
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BTF Article XXV (C) 1a: Prior service credit, if granted, will commence with the year in which the claim is received and will not be paid for prior years.

This form must be printed out.

Once printed, you must send it to the previous district(s) you worked with.

In addition to paid service in accredited K-12 schools, use this form to claim experience from

- Peace Corps, AmeriCorps VISTA, the State Department of Education, and military service dependents schools
- military service – attach Form DD-214
- accredited social welfare agencies (Social Workers, Guidance Counselors, Speech teachers, Psychologists)
- vocational/trades service (CTE vocational teachers) – attach employer letters, see CTE Department for guidance

They should then complete it and send it directly to us. If by some chance they send it back to you, then please forward it to the Human Resources Department by e-mailing a copy to **HRWageandSalary@buffaloschools.org** or mail to:

**BPS Human Resources Department
65 Niagara Square- Room 719A City Hall
Buffalo, NY 14202**

Please note: Your salary will not adjust for your years of service until this form is received and reviewed. In order to receive retro-pay to make you “whole as of day 1”, we will need to receive this form within the current academic school year.

Veteran teachers please consider: Prior service outside BPS can result in a salary Step adjustment of up to 12 years, to Step 14. However, credit for such service may not exceed 6 years for purposes of Longevity. A BTF employee’s salary for full time paid service advances annually to Step 14, then moves to Step 15 only at the start of the year in which the employee has earned 14 years of Longevity credit. Based on prior service review, a veteran teacher joining BPS for the first time may thus be placed on Step 14, but with only the maximum 6 years of Longevity credit. This means that the teacher will remain on Step 14 for the next 8 years before moving to Step 15.