



SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

940 Industrial Road No. 1, Cranbrook, BC, V1C 4C6
Phone: 250-417-2066 Fax: 250-489-5460 Email: hr@sd5.bc.ca

CONFIRMATION OF TEACHING EXPERIENCE

TO EXPERIENCED TEACHERS JOINING SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY):

As your previous teaching experience will be used in determining your salary, it will be necessary **for you to forward a copy** of this form to the Human Resources Department of the most recent School District in which you have taught. It is important that the completed form be forwarded to the SD5 Human Resources Department at hr@sd5.bc.ca without delay. In some cases, it may be necessary for you to send this application for verification of experience form to more than your most recent employer.

This is to certify that _____ taught in School District
(name of teacher)

_____ for the period(s) indicated below.
(official name of School District)

School Year(s) YYYY/MM/DD - YYYY/MM/DD		Teaching Load
Full-time	Example: 2019/09/01 – 2020/06/30	100.00%
Part-time	Example: 2018/09/01 – 2019/06/30	50%

List each year separately	School Year YYYY/MM/DD - YYYY/MM/DD	Number of Days Taught
Teacher Teaching on Call (substitute/casual)	Example: 2017/09/01 – 2018/06/30	131

Date: _____, 20____

Human Resources Department Designate Signature

Phone number/email address

***District Receiving Use Only**

Total Contracts: _____

Total TTOC Days: _____