



Mobile County PUBLIC SCHOOLS

DIVISION OF HUMAN RESOURCES
POST OFFICE BOX 180069
MOBILE, AL 36618
(251) 221-4500

STATEMENT OF TEACHING EXPERIENCE

Name of Applicant _____ Last 4 of SSN: _____
(Full Legal Name)

INSTRUCTIONS: This form should be sent by the applicant to the designated personnel official who will complete and return it to Mobile County Public Schools Division of Human Resources at the above address. Experience credit cannot be granted until this form has been **completed and notarized or stamped with the school system's seal, and received in the Division of Human Resources.** By signing below, you are authorizing your former employer to furnish the information requested on this form to the Board of School Commissioners of Mobile County.

Signature _____ Date _____

- Name of School System _____
- Address _____ City, State & Zip: _____
- Contact person: _____ Telephone: _____ Email: _____
- Please complete all boxes for the information requested below. *Use a separate line for each school year.*

Dates of Service Month/Day/Year		# of Days Employed	# Days in Term	Grade/Subject	Employed Full Time	
From	To				Yes	No

Credit shall be given only for **public school teaching** experience in-field for which full pay was received and for which a **valid professional teaching certificate was held by the applicant.** THIS FORM CANNOT BE FAXED BACK TO MCPSS.

- Did applicant attain tenure? _____ Is applicant currently under contract? _____
- Is this a public school? _____ private/parochial school? _____ public college/university? _____

I certify that all information pertaining to the above is true and correct to the best of my knowledge and belief.

Signature of Superintendent/Authorized Official Date

Sworn to and subscribed before me this _____ day of _____ 20____

My Commission Expires Seal and Signature of Notary Public

To be used for additional years of service:

Dates of Service Month/Day/Year		# of Days Employed	# Days in Term	Grade/Subject	Employed Full Time	
From	To				Yes	No

Experience Credit is given as follows:

1. The teacher shall be responsible for furnishing proof to establish experience credit. Forms shall be furnished by the Division of Human Resources.
2. Credit shall be given for public school teaching experience in-field for which full pay was received and for which a valid professional teaching certificate was held by the applicant.
3. Credit shall not be given for less than a full semester's teaching. Fractional parts of a semester shall not be added to give a semester's credit.
4. Experience credit shall be given for verified part-time public school in-field for which the previous public school paid a part-time salary based on a teacher salary matrix and for which a valid professional teaching certificate was held by the applicant. Experience credit will be given in proportion to the percent of the time the applicant worked when compared to a full-time employee, as verified by his/her employer.
5. Credit shall be given for full-time teaching in a public college/university provided the applicant was eligible for a professional certificate in the state where the school is located.