

EVERETT PUBLIC SCHOOLS

3900 Broadway - Everett, WA 98201

TO:

Superintendent or Personnel Officer

School System or Institution

Street Address

City, State, Zip Code

FROM:

HUMAN RESOURCES DEPARTMENT
Everett Public Schools
3900 Broadway Ave
Everett, WA 98201
Email: hrrecords@everettsd.org
Verification of Coaching Employment

(Please return completed
verification to this address or fax)

SUBJECT:

The individual whose name appears below must have previous coaching employment verified. On the reverse side of this form, it is requested that verification be provided for his/her coaching employment in your school system or institution. Your assistance in establishing a correct service record for this employee will be appreciated.

EMPLOYEE-SUPPLIED DATA SUBMITTED FOR VERIFICATION

First Name	Middle Name	Last Name	Maiden Name/Former Name
_____ Full Name When Last Employed with Organization			
_____ Social Security Number			
_____ Dates of Employment			
_____ Dates of Leave of Absence Periods (years and months)			
_____ Position(s)			

Authorization is granted to release to Everett Public Schools all information requested in the "Verification of Employment" Form.

Signature of Employee

Date

8/5/2022

PERSONNEL/ PAYROLL VERIFICATION OF COACHING EMPLOYMENT

Employee's Name

Last

First

M.I.

INSTRUCTIONS

This form should be completed by the person responsible for personnel records where the service was rendered. List chronologically each years of service by hours and days. Please return the completed form to Everett Public Schools.

COACHING EMPLOYMENT EXPERIENCE (to be completed by responsible school official)

Month/Year During Which Service was Rendered		Name of School/Club/Program	CHECK ONE		Sport Coached	Paid Experience Yes/No	MS, HS, College, Olympic, Prof or Select
Beginning	Ending		Head Coach	Asst. Coach			

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

Signature of Certifying Officer

Title

Date

School District

Mailing Address

City

State

Zip Code

FAX # _____

E-Mail _____