

## TEACHING EXPERIENCE REQUEST FORM

The Ottawa-Carleton District School Board requests teaching experience verification for:

Teacher: \_\_\_\_\_

Declaring Employer: \_\_\_\_\_

Please attach a document on official letterhead from education establishment to support this experience.

**Employment Status:**     Resignation                       Leave  
                                  Retirement                       Active

Employment on probationary, permanent, and/or long-term occasional (supply teaching behind the same teacher, in the same assignment, for 10+ consecutive days) basis (*excludes daily supply/occasional teaching assignments*) as follows:

Position (e.g. elementary, secondary, elementary LTO, or secondary LTO)	From (day/mth/year)	To (day/mth/year)	Percentage

Was a valid teaching certificate issued by the Provincial Department of Education a requirement for employment?     Yes     No

Does the above teaching experience follow the provincial Department of Education curriculum?     Yes     No

The following leaves of absence were granted during the above period of employment:

Reason for Leave	From (day/mth/year)	To (day/mth/year)	Percentage

In compliance with the Education Act, Section 277.43, the teacher's last two performance appraisals resulted in the following ratings:

Satisfactory (please indicate date of appraisal)	Unsatisfactory (please indicate date of appraisal)

\_\_\_\_\_  
Contact Name (**please print**)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address (**please print**)

Form must be completed by the organization. Human Resources Staff will communicate with the organization to verify the information provided.