

## **VERIFICATION OF EMPLOYMENT FORM**

### **Add Endorsement - Institutional/Private Residential Facility Teacher**

**Applicant Instructions:** Please complete the Applicant Information below only. Then please send the form to your employer to complete the Employer Section below. Once this form has been completed it can be uploaded to our portal for our review.

#### **Applicant Information**

<b>Applicant's Legal Name (Required)</b>			
<b>Mailing Address</b>			
Street:	City:	State:	Zip:
<b>Telephone No.</b>		<b>Email Address</b>	
Primary:	Work:		

#### **Employer Section**

**Employer Instructions:** The above applicant is applying to the Wyoming Professional Teaching Standards Board to add an Institutional/Private Residential Facility Teacher endorsement, and as a requirement for approval, proof of present employment must be verified. Please complete this section and return this form to the applicant.

Please check the type of position the applicant holds:

- ☐ Institutional/Private Residential Facility Teacher. Please list the specific content area they have been hired to teach: \_\_\_\_\_

**By signing below, the authorized district representative verifies that this applicant is currently employed in Wyoming as indicated above within the school district or institution listed.**

#### **Authorized Signature**

<b>Printed Name</b>		<b>Title</b>	
<b>Company Name or School District (Include District No.)</b>		<b>Telephone No.</b>	
<b>Mailing Address</b>			
Street:	City:	State:	Zip:
I affirm that the information provided on this Verification of Employment is true and accurate to the best of my knowledge.			
<b>Signature</b>		<b>Date</b>	