



Verification of Employment Form

The Ministry of Education and Child Care requires each employer (school district or independent school, if applicable) to verify the employment history of B.C. teacher certification applicants, as well as conditional and interim certificate holders seeking to upgrade their certificates. The individual fills out the first section of the form and then forwards the form to the employer to complete the remaining sections. We must receive this completed form directly from the employer.

TO BE COMPLETED BY THE INDIVIDUAL

School/District No. School/District Name
(if applicable) or Employer Name: _____

Surname: _____ Birth Surname: _____

Given Names: _____

Position: _____ Certificate No.
(if applicable): _____ Date of Birth
(YYYY/MM/DD): _____

TO BE COMPLETED BY THE EMPLOYER

Primary language of instruction: French English Other _____

Dates of Employment (YYYY/MM/DD)	Type of Employment	Full-time Equivalent	Grades and/or Subjects Taught
e.g., 2017/09/01 to 2018/01/31	Full time	1.00	Grade 4/5
e.g., 2019/04/01 to 2020/05/31	Part time	0.75	Social Studies 8-10

	School Year(s) (List each year separately)	Number of Days
Teacher on Call	e.g., 2012/2013	76 days



TO BE COMPLETED BY THE EMPLOYER

Table with 5 rows of questions and Yes/No checkboxes. Questions include: 'Based on your records, were there any concerns about the individual's conduct or competence?', 'Was the individual's employment ever terminated?', 'Was the individual ever the subject of an investigation?', 'Was the individual ever reprimanded or suspended?', and 'Did the individual ever resign or agree to a settlement to avoid an investigation or disciplinary action relating to their conduct?'.

If you answered "Yes" to any of the questions, please provide a detailed written explanation below.

Large empty rectangular box for providing a detailed written explanation.

Name of Personnel Officer: _____

Title/Position: _____

Email Address: _____

Phone Number: _____

Name of School/District or Employer: _____

Date: _____

INSTRUCTION FOR EMPLOYER - Please submit the completed form directly to trb.certification@gov.bc.ca.

March 2026