



**VERIFICATION OF OCCUPATIONAL EXPERIENCE (Non-Teaching)**

The Wisconsin Technical College System (WTCS) Board requires that all educational personnel be certified on the basis of their education and occupational experience. Please verify the applicant's employment as authorized below.

**AUTHORIZATION:** To be completed by **Applicant** and forwarded to Employer.

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I authorize my present/former employer to furnish Western Technical College with the information requested below.

Name of Present/Former Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT RECORD:** To be completed by **Employer** and returned to Western Technical College.

The above named individual is/was employed by our organization:	
From: (MM/DD/YYYY) _____	To: (MM/DD/YYYY) _____
The employee is/was employed <b>Full-Time:</b> For _____ hours per week for _____ weeks. Total number of Full-Time hours employed to date: _____	The employee is/was employed <b>Part-Time:</b> For _____ hours per week for _____ weeks. Total number of Part-Time hours employed to date: _____
Job Title/Classification: _____	
List Primary Job Duties: (Attach position description if available)	Percentage of Time:
_____	_____
_____	_____
_____	_____

**VERIFICATION:** Employer verifies information and returns form to Western Technical College.

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Return Completed Form to:**

**Western Technical College**  
**Attn: Certification A-115**  
**400 Seventh St. N., P.O. Box 908**  
**La Crosse, WI 54602-0908**  
**Fax#: 608-789-6255**

**Contact Information:**  
**Betsy Konter or Jackie Kettner**  
**Phone: 608-789-6253 or 608-789-6233**  
**Email: [konterb@westerntc.edu](mailto:konterb@westerntc.edu)**  
**[kettnerj@westerntc.edu](mailto:kettnerj@westerntc.edu)**