

**COUNTY OF GEAUGA
PRIOR SERVICE CERTIFICATION FORM**

Instructions: The **employee** requesting prior service credit should complete section 1 and **forward to the political subdivision of Ohio** where previously employed. The political subdivision of Ohio must complete Section II and mail to the address provided at the bottom of the form. PLEASE NOTE: A separate form is needed from each political subdivision for which the employee is requesting prior service credit.

Section 1 – to be completed by employee

Employee Last Name: _____ First Name: _____ MI: _____		
Maiden Name: _____ (if applicable during previous employment)		
Last 4 digits of your social security number _____		
_____		_____
Employee Signature		Date

Section II – to be completed by previous employer

Please provide the following information on the above named employee:	
Name of Agency _____	
Address _____	
Date of Hire: _____	Date of Separation: _____
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (See note below for part-time & intermittent employees)	
Part-time and intermittent only: # of pay periods worked _____ # of days worked: _____	
Please indicate payroll period and hours per pay, using reverse side of this form if necessary	
Is your agency a political subdivision of the State of Ohio? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this employment covered under by an Ohio Public Retirement System (e.g., STRS, SERS)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the retirement system: _____	
Sick Leave Balance: _____ Were these hours transferred to another agency? _____	
If so, which agency: _____	
Was cash payment received for this balance, or any part of this balance, of sick leave? _____	

I hereby certify that this information is true and correct and complete to the best of my knowledge.

Print Name: _____	
Title/Position: _____	Phone Number: _____
_____	_____
Signature	Date

PLEASE NOTE: PART TIME AND INTERMITTENT EMPLOYEES ONLY

If the employee referenced in Section I worked every pay period, the dates of service will be used to calculate prior service credit. However, if he/she worked sporadic pay periods, please include the specific number of pay periods worked or if the employee was employed on an intermittent or "on call" status, please include the specific number of days worked.

PREVIOUS EMPLOYER:

Please return completed form to: Geauga County Commissioners
Attn: Human Resources
470 Center Street, Building 4
Chardon, Ohio 44024