

## Template for your Proof of Teaching Experience Letter/s

*You have to have been employed as a FULL TIME TEACHER at an accredited school for at least ONE full academic year to qualify for a higher salary level.*

*One full academic year as a full time teacher = Salary Level 2+*

*Two full academic years as a full time teacher = Salary Level 1*

- Step 1: Find out who types up letters for the admin office or principal at the school you taught at.*
- Step 2: Try and speak with that person explaining you are a past teacher and need a letter confirming your time teaching at the school – ask for their email address.*
- Step 3: Copy and paste the text below into an email to that person and ask them to copy and paste the text onto a school letter head and to just add their standard formatting such as “Best regards, Principal James”*
- Step 4: Ask that they print it on a letterhead, have it hand signed, then scan and email it back to you.*
- Step 5: Forward that email on to [applications@goldkeyeducation.com](mailto:applications@goldkeyeducation.com)*
- Step 6: Make arrangements to have the HAND SIGNED ORIGINAL LETTER collected for submission to EPIK.*

*If you do not submit the HAND SIGNED ORIGINAL LETTER with your application documents your new school will not be able to place you on the higher salary level.*

This is to confirm that **First Name – Middle Name – Surname (Date of Birth)** has been a Full Time Teacher at **Full Name of School** from **Day and Month and Year** to **Day and Month and Year**.

During this period **Your Name** completed **XXX Academic Years** at our school teaching **Name Subjects Taught** to student ranging in age from **Age** to **Age**.

**Your Name** taught an average of **XX Lesson Hours** per week during this period.

*These are all the key points required for the letter. Nothing more. If your school wants to add some flourishes that is not a problem provided these key items of information (shown in bold letters) are in the letter.*