



Recognition of Previous Experience

Alberta Precision Laboratories (APL) will recognize relevant work experience hours from prior positions to determine your salary placement. You must provide verification of your previous experience hours from your former employer(s).

Use this form to provide applicable work experience hours and have your salary placement assessed.

- Submit **ONLY** experience hours worked prior to the date you started with APL. *(does not apply to positions held at the same time while employed at APL)*
- Complete and submit the Recognition of Previous Experience form and supporting documents **within three (3) months from your start date** following the instructions below.
NOTE: T4'S are not accepted as a supporting document.
- If you have difficulty or delays obtaining your previous employment information, call the HR Contact Centre at 1-877-511-4455.
- Allow 6 – 8 weeks for processing. Keep a copy of the completed form(s) for your records.

How to complete form (on next page):

1. Complete Section "1" of the form and send to your previous employer(s) to provide your experience hours. A separate form is required for each employer.
2. Your previous employer(s) returns the completed form/documents directly to your address.
3. Submit completed forms and supporting documents from your former employer(s) by email to APLHumanResources@albertaprecisionlabs.ca
4. Once HR receives the completed form and documents, your work experience will be evaluated as it relates to your position and Collective Agreement. Your salary will be adjusted where appropriate.
5. You and your manager will be notified of the new salary step and effective date by email.

We appreciate your promptness in submitting this form directly to your former employer.



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Please read instructions on page 1

Section I: To be completed by employee and forwarded to previous employer

Employee ID _____

I (*employee name*) _____,

worked for (*previous employer*) _____

and require information to calculate my salary, based on recognition of previous experience hours.

I am currently employed with Alberta Precision Laboratories as follows:

Job Title	Union	APL Hire Date (<i>yyyy-Mon-dd</i>)	
Department	Location		
Street Address	City	Province/State	Postal/ZIP Code
Employee Signature	Date (<i>yyyy-Mon-dd</i>)	Phone Number	

Section II: To be completed by previous employer and forwarded to employee's address

Previous Employer Name		Fax Number	
Street Address	City	Province/State	Postal/ZIP Code
Employee's Name(s) while employed			
Type of Employment (<i>e.g. part time, full time, casual</i>)		Job Title	
Hire Date (<i>yyyy-Mon-dd</i>)	Termination Date (<i>yyyy-Mon-dd</i>)	Total Employment Hours (<i>Prior to APL start date ONLY</i>)	
Salary Rate	Salary Step (<i>if applicable</i>)	Hours towards next step increment	
Vacation Entitlement (<i>days or %</i>)	Sick Bank (<i>hours</i>)	Union (<i>if applicable</i>)	
Previous Employer Contact Name and Title		Email Address	
Contact Signature	Date (<i>yyyy-Mon-dd</i>)	Phone Number	

Section III: To be completed by AHS HR Business Partnership

Date Received (<i>yyyy-Mon-dd</i>)	Date Processed (<i>yyyy-Mon-dd</i>)	HR Analyst Name
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The collection of your personal information on this form is legally authorized under section 4(c) of the Protection of Privacy Act (Alberta). Your information will only be used and disclosed as necessary for employment purposes or as required by law. For questions, concerns or more information about this collection, please contact an HR Contact Centre Agent in HR Shared Services via the ServiceHub (<https://albertahealthservices.service-now.com/hr>), by phone (1-877-511-4455) or by sending mail to the attention of HR Shared Services, 10301 Southport Lane SW, Calgary Alberta, T2W 1S7.