



Request For Verification of Academic Work Experience

CITY COLLEGE OF SAN FRANCISCO HUMAN RESOURCES

TO BE COMPLETED BY NEW HIRE

To My Employer: I am currently working for or applying for a faculty position with City College of San Francisco. For the purpose of salary placement, verification of my previous or present experience is required. Please provide information of my employment at your institution on the form or on official letterhead stationery.

Institution Name	Employee Name
Address	(Print Name)
City	Last Four Digits of SSN#
State, Zip Code	Employee Signature

VERIFICATION OF ACADEMIC WORK EXPERIENCE TO BE COMPLETED BY HUMAN RESOURCES/PAYROLL DEPARTMENT

This institution is on the following schedule: __ semester __ quarter __ trimester __ other

Job Title	Full Time or Part Time	Schedule	Credit Units	Non-Credit HRS/Week	Semester FTE	Annualized FTE	Total Paid Hours
<i>Ex.: Math Instructor</i>	<i>P/T</i>	<i>SP 2009</i>	<i>3</i>	<i>--</i>	<i>.4</i>	<i>.2</i>	<i>30</i>

Attach a report or additional sheets as needed

Official Verification

By signing below, I certify that I am authorized through the Human Resources Department to verify that the above person was employed in the capacity stated and for the time period indicated.

Name	Job Title
Email	Phone Number
Signature	Date

Please return this form directly to: City College of San Francisco, Human Resources Department
 50 Frida Kahlo Way, Bungalow 702, San Francisco, CA 94112
 Attention: Academic Hiring Unit
 Email: Academic Hiring Unit Email at ccsfhr-voe@ccsf.edu
 Fax: (415) 452-7786
 For questions, please call (415) 452-7660



Verification of Non-Academic Work Experience

CITY COLLEGE OF SAN FRANCISCO

TO MY EMPLOYER

(Company's Name or Educational Institution):

ADDRESS

CITY

STATE

ZIP

EMPLOYEE NAME (PRINT FULL NAME)

LAST NAME

FIRST NAME

MIDDLE INITIAL

Employee

Signature _____

SSN(Last 4 Digits)/ID _____

I am currently working in or applying for a faculty position with City College of San Francisco District. In order to determine my salary placement, verification of my previous or present experience is required. Verification on your official letterhead with the information listed below is requested, or you may use this form.

FOR NON-ACADEMIC EXPERIENCE (TO BE COMPLETED BY HUMAN RESOURCES/PAYROLL DEPARTMENT)

List all positions, percentage of full time employment, and dates of employment, [e.g. Accounts Manager (100), Jan 1, 2011 to Dec 31, 2011], and a brief job description for each position listed below. If additional space is required, please attach additional pages as needed.

Position Title(s)	Percentage of Full Time	Employment Date: Beginning	Employment Date: Ending

VERIFIED BY

(PRINT) NAME

SIGNATURE

TITLE

EMAIL

PHONE

DATE COMPLETED

PLEASE RETURN TO:

City College of San Francisco, Human Resources Department
50 Frida Kahlo Way, Bungalow 702, San Francisco CA 94112
Attention: Academic Hiring Unit

(415) 452-7660 Direct
(415) 452-7786 Fax
ccsfhr-voe@ccsf.edu Email