The District can verify salary, date of employment, and title only. This form may be used by employees to formally request a letter verifying employment with the District in lieu of letter or lender, agency, or private firm form. This form may not be used as a blanket release to verify employment and wages.

Please print or type and ensure all information is provided as omissions can delay processing.  

EMPLOYEE TIP SHEET

Last Name  First Name  Middle Name  Employee ID Number

Service:  □ Academic  □ Classified  □ Unclassified

Current Assignment:

Location  Title of Position  Subject Field / Department

1. VERIFY THE FOLLOWING INFORMATION:  Mark all that apply.

A. Basic Verification

☐ Dates of Employment
☐ Position Title
☐ Full-Time / Part-Time Status
☐ Salary or Pay Rate:  Select One:
  ☐ Hourly
  ☐ Gross Per Month
  ☐ Annual
  ☐ Year-to-Date
☐ Location Assigned
☐ Department or Division Assigned
☐ Other:

B. Teaching Experience Verification

☐ Semester(s) Taught and Dates
☐ Course Name(s) Taught
☐ Course Units
☐ Course Standard Hours
☐ Semester Load
☐ Other:

2. SEND LETTER TO:  Letters are addressed “To Whom It May Concern” if not otherwise specified.

Organization Name

Department / Attention (If Applicable)

Street Address or Post Office Box

City  State  Zip Code

(   )  -     (Optional)

Fax

3. EMPLOYEE AUTHORIZATION

I authorize the Los Angeles Community College District to prepare an Employment Verification Letter for me which will include the information I have indicated above.

Signature  Signature Date

FORWARD TO:  SERVICES UNIT, HUMAN RESOURCES, DISTRICT OFFICE

LACCD Form HR-P-102B 09/27/10

DELIVERY INSTRUCTIONS

Human Resources will make every effort to handle every request within five (5) business days.  If you indicate you wish to pick-up the letter, we will contact you when your letter is ready.  

Select One Only:

☐ Mail
☐ Fax
☐ Contact me for pick-up at:
   (   )  -     

   Phone / Voice Mail

   Email

HUMAN RESOURCE USE ONLY

STATUS  DATE  BY

Received
Research Required
Completed
Sent / Picked Up