



EMPLOYMENT VERIFICATION REQUEST

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

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		