



Employee Tip Sheet

VERIFYING YOUR EMPLOYMENT

Buying a house or car? Renting an apartment? Need to verify teaching experience?

You will most likely need income or employment verification services. We're here to help.

1. WHAT IS REQUIRED

Simply stated, **you** must authorize release of your income or employment information in writing. **Without your written authorization, the only information that is released about you is whether or not you are employed by the District.** *

2. WHAT TO DO

In most instances, the requirement that you must provide written authorization is met when you sign a credit application or other release of information provided to you by a financial institution, property manager, or other firm that is then submitted on your behalf to Human Resources, District Office.

There are also instances when you may wish to have income and/or employment information released but do not have a form readily available. For example, you may wish to have service information released to you so that you can complete retirement forms, employment applications, and the like. **Such requests still must be in writing and authorized by you.** To assist you with meeting the written requirement, we've created an [Employment Verification Request](#) form for you to use. (You may also prepare and submit your own letter. Just be sure to provide your name, employee number, the type of information you need verified, and your signature.)

- **Direct Requests To:** Services Unit
Human Services Division
Los Angeles Community College District
770 Wilshire Blvd.
Los Angeles, CA 90017

Fax: (213) 891-2221



3. WHAT TO EXPECT

- Verifying income and employment is usually able to be completed within three business days of receipt of your written authorization.
- Verifying teaching service often involves reviewing multiple sources of district records and manual calculations of units, standard hours, and semester load. Consequently, verifying teaching service may require additional time. You will be notified if your request cannot be completed within five (5) business days.

* Subpoenas, court orders, or governmental agency requests for information are exceptions to the employee authorization requirement. See [HR Guide P-102 Employee Information Release](#), for details.