

Los Rios Community College District (LRCCD) – Human Resources Department
VERIFICATION OF OCCUPATIONAL EXPERIENCE (FOR SALARY PLACEMENT)

_____ has been hired by LRCCD for as a full-time faculty in the area of _____.
(Name of employee)

This form is to verify that they were employed by _____ as indicated below:
(Name of employer)

Employment History

To be completed ONLY by employer listed above. Please complete all columns when providing experience. Additional copies of form may be used for additional position/job title lines.

FULL TIME

Position/Job Title	Start Date	End Date	# of months worked per year

PART TIME

Position/Job Title	Start Date	End Date	# of months worked per year	Average weekly hours worked	Weekly hours considered full-time

Occupational experience must be relevant to the position for which the employee was hired. Please briefly describe the duties/responsibilities in the section below OR attach a job description. If more than one position was held, and duties varied greatly, please attach a job description for each position held. Please do not include any unpaid experience.

DESCRIPTION/SUMMARY OF DUTIES:

EMPLOYER CONTACT INFORMATION:

This form must be completed by a current employee in an official capacity (manager, supervisor, HR employee, etc.)

Name: _____ Telephone: _____

Title: _____ Email: _____

Employer Address: _____

Signature: _____ Date: _____

(Wet signature or official electronic signature required.)

Return to: LRCCD, Attn: Human Resources, 1919 Spanos Court, Sacramento, CA, 95825-3981; OR,
e-mail to: HR-FTFaculty@losrios.edu