

Los Rios Community College District
Verification of Occupational Experience

This form is for Employment Verification: To this purpose experience in the vocational field that you are teaching must be paid experience. Depending upon your degree from an accredited institution, vocational areas require 6 years of experience (if education is an AA/AS degree); or, 2 years of experience (if education is a BA/BS degree (or higher)).

A letter may be used in lieu of this form providing it supplies similar information.

(First name) (Middle) (Last) (Maiden/Former)

TO BE COMPLETED BY CURRENT/PREVIOUS EMPLOYER:

This form is to be signed by an employer or other responsible person having personal knowledge of the above mentioned employee's experience to verify their occupational experience.

Dates of his/her employment: _____ to* _____
Month/Year Month/Year **Do not use the word "present".
Please insert Mo/Yr as shown.*

If employment was paid, please check here:

If not, please explain: _____

If Employment was full-time, please check here:

If not, please explain amount of time: _____

Title of Position: _____

Employment responsibilities in this position, including specific tasks performed:

Signature: _____ Date: _____
(Employer/supervisor/responsible person)

Title: _____ Relationship: _____
(Employer/supervisor/responsible person) (Relationship to applicant during above employment)

Name/Address of Business: _____

CURRENT/PREVIOUS EMPLOYER DIRECTIONS: Upon Completion, please send the following verification to:

Los Rios Community College District
Attn: Human Resources
1919 Spanos Court
Sacramento, CA 95825