



Human Resources Office
900 Otay Lakes Road
Chula Vista, CA 91910
(619) 482-6395
(619) 482 6418 Fax

REQUEST FOR VERIFICATION OF EMPLOYMENT

EMPLOYMENT PENDING RECEIPT OF EMPLOYMENT VERIFICATION

The below named person, who has been hired to a part-time position in the Southwestern Community College District, lists employment with you. Official verification is required in order to verify that this person meets minimum qualifications. Thank you for your prompt response in providing the information requested below.

I HEREBY AUTHORIZE THE RELEASE OF ANY INFORMATION REGARDING MY EMPLOYMENT.

PRINT NAME

SOCIAL SECURITY NUMBER

REQUESTER'S SIGNATURE

DATE

EMPLOYER COMPLETE BELOW

DATE: _____

NAME OF BUSINESS: _____

ADDRESS: _____

DATES OF EMPLOYMENT FROM _____ TO: _____
Month/Year Month/Year

POSITION TITLE: _____

FULL TIME: _____

PART TIME: _____
(IF PART TIME, PLEASE INDICATE PERCENTAGE _____%)

IF REQUESTING CREDIT FOR TEACHING, PLEASE ATTACH LIST OF COURSES TAUGHT AND
NUMBER OF UNITS. (INDICATE WHETHER THEY WERE SEMESTER UNITS OR QUARTER UNITS.)

SIGNATURE

DATE

PHONE NUMBER

Mail to: Southwestern College, Human Resources Office, 900 Otay Lakes Road, Chula Vista, CA 91910
Phone Number: 619-482-6332 Fax: 619-482-6418