



Verification of Academic Work Experience

CITY COLLEGE OF SAN FRANCISCO

TO MY EMPLOYER			
(Company's Name or Educational Institution):			
ADDRESS	CITY	STATE	ZIP
ACCREDITING AGENCY			
EMPLOYEE NAME (PRINT FULL NAME)			
LAST NAME		FIRST NAME	MIDDLE INITIAL
Employee Signature _____		SSN(Last 4 Digits)/ID _____	
<p>I am currently working in or applying for a faculty position with City College of San Francisco District. In order to determine my salary placement, verification of my previous or present experience is required. Verification on your official letterhead with the information listed below is requested, or you may use this form.</p>			

FOR ACADEMIC WORK EXPERIENCE			
<p>Full-Time (FT) [e.g. Math Instructor/teacher; 100% FT; Fall Semester 2011-Spring Semester 2012 or 2011-12 school year]. If the faculty assignment(s) is or was less than full time, list quarter/semester percentage of FT workload based on accumulated part-time teaching/librarian/counseling experience. Also list long-term substitute service. If additional space is required, please attach additional pages as needed.</p>			
<input type="checkbox"/> Semester	Position Title(s)	Sem/Qtr % FTE	Annualized % FTE
<input type="checkbox"/> Quarter			
<i>Example: SP 02</i>	<i>Biology Instructor</i>	<i>.6</i>	<i>.3</i>

VERIFIED BY	
_____ (PRINT) NAME	_____ SIGNATURE
_____ TITLE	_____ EMAIL
_____ PHONE	_____ DATE COMPLETED

PLEASE RETURN TO:	
City College of San Francisco, Human Resources Department 33 Gough St, San Francisco, CA 94103 Attention: Stephanie Duncan, Principal Personnel Analyst	(415) 241-2305 Direct (415) 241-2347 Fax