



Verification of Non-Academic Work Experience

CITY COLLEGE OF SAN FRANCISCO

TO MY EMPLOYER

(Company's Name or Educational Institution): _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMPLOYEE NAME (PRINT FULL NAME)

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

Employee Signature _____ SSN(Last 4 Digits)/ID _____

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.

FOR NON-ACADEMIC EXPERIENCE

List all positions, percentage of full time employment, and dates of employment, [e.g. Accounts Manager (100), Jan 1, 2011 to Dec 31, 2011], and a brief job description for each position listed below. If additional space is required, please attach additional pages as needed.

Position Title(s)	Percentage of Full Time	Employment Date: Beginning	Employment Date: Ending

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
---	---