



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Verification of Work Experience



(Please see Faculty Collective Bargaining Agreement's Article 21D.1-4 for New or Temporary Contracts or Article 21H.1-3 for Part-time Faculty.)

The following section is to be filled out by applicant, then distribute to Employer(s):

PAST OR CURRENT EMPLOYER (Company's Name or Educational Institution):	
EMPLOYER'S ADDRESS:	
EMPLOYEE NAME Last Name, First Name, Middle Initial	
SSN/ID#:	
EMPLOYEE SIGNATURE – AUTHORIZING RELEASE:	

The following sections are to be filled out by current or past employer and then returned back to Chabot-Las Positas CC District Human Resources:

Verification of Work Experience

I am currently teaching or applying for a teaching position with the Chabot-Las Positas College 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.

- A. **Non-Teaching 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.

<u>Position Title(s)</u>	<u>Percentage of Full Time</u>	<u>Employment Date: Beginning</u>	<u>Employment Date: Ending</u>

*** PLEASE ATTACH JOB DESCRIPTION(S) FOR EACH POSITION LISTED ABOVE.

- B. **For Teaching Experience**—for full time (FT) [e.g., Math Instructor/teacher; 100% FT; Fall Semester 2011-Spring Semester 2012 or 2011-12 school year]. If the teaching assignment(s) is or was less than full time, list all courses taught, quarter/semester units (include summer), and unit/percentage of FT workload for each course, and dates course(s) taught [e.g., History instructor; History 1, 3 semester units; 20% of FT Workload; Fall Semester 2011]. Also list long-term substitute service if 50% or more of a course. **For additional teaching experience verification, please add an attachment.**

Position Title(s) <i>(e.g. History Instructor)</i>	Course(s) Title/Number <i>(e.g. History 1) [qtr or sem]</i>	Units/ Percentage of FT <i>(e.g. 3 <u>sem</u> units/ .20 FT)</i>	Employment Date: Beginning <i>(e.g. Fall 2011)</i>	Employment Date: Ending <i>(e.g. Spring 2012)</i>

To Be Filled out by Company representative:

By signing below, I verify that the above person was employed in the capacity listed for the time period indicated.

Authorizing Employer Name	
Job Title	
Signature of Employer	
Email Address of Employer	
Phone Number	
Date Completed	

FULL-TIME FACULTY:

Please return form by email or mail: klundell@clpccd.org
 Chabot-Las Positas CCD - Office of Human Resources
 ATTENTION: **Kaitlyn Lundell**
 7600 Dublin Boulevard., 3rd Floor Dublin, CA 94568
 (925) 485-5506 or (925) 485-5240

PART-TIME FACULTY:

Please return form by email or mail: jhanna@clpccd.org
 Chabot-Las Positas CCD - Office of Human Resources
 ATTENTION: **Jennifer Hanna**
 7600 Dublin Boulevard., 3rd Floor Dublin, CA 94568
 (925) 485-5238 or (925) 485-5240