



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION

*People, Culture, and Technology Services*

*Vice Chancellor 619-388-6589*

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## Verification of Previous Work Experience Form

### Form Instructions:

- Please complete this form in its entirety and email it to [newhire@sdccd.edu](mailto:newhire@sdccd.edu)
- This form must be completed and signed by your previous employer (preferably prior supervisor or HR personnel)
- Self-Employment must be verified by your tax preparer or a copy of your company's Schedule C's for each year that you've been in business
- Military experience is verified by your DD214
- Salary placement is dependent upon the amount of prior *directly* related work experience

### Employee to fill out- this individual authorizes release of the following information:

Employee Name:

Employee Email:

Previous Job Title:

Employee E-Signature:

Brief Description of Duties That Are Related to Discipline of Hire:

### Prior Employer to fill out:

1. Dates of employment: From \_\_\_\_\_ (Month/Day/Year) to \_\_\_\_\_ (Month/Day/Year)
2. Employee's workload (Required to select 1 option, please fill out all blanks if applicable):
  - Contract employee, full-time = working 40 hours per week
  - Less than full time = working average of \_\_\_\_\_ hours per week
  - Adjunct employee = total of \_\_\_\_\_ service hours combined dating back from adjunct start date, to present day
  - If Coaching, # of seasons worked = \_\_\_\_\_ (1 season = 1 year of service)
3. Additional notes regarding workload, if needed:

Name of Organization:

Name of person completing form:

Title:

Address:

E-mail Address:

Telephone Number:

Date:

E-Signature: