



**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.)

<b>TO MY EMPLOYER</b> (Company's Name or Educational Institution):	
<b>EMPLOYER'S ADDRESS:</b>	
<b>EMPLOYEE NAME (PRINT FULL NAME):</b> Last Name, First Name, Middle Initial	
<b>SSN/ID#:</b>	
<b>EMPLOYEE SIGNATURE – AUTHORIZING RELEASE:</b>	

The following sections are to be filled out by current or past employer and then returned back to Chabot-Las Positas CCD 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. For 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. If additional space is required, please attach documentation.

<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.

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

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

<b>Your Name</b>	
<b>Job Title</b>	
<b>Signature</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Date Completed</b>	

Please return original form to:

Chabot-Las Positas CCD  
 Office of Human Resources 7600  
**ATTENTION: Ashanti Smith**  
 Dublin Boulevard, 3<sup>rd</sup> Floor Dublin,  
 CA 94568  
 (925) 485-5238 or (925) 485-5240