Verification of Employment

1. Verification Request form letters are provided by the institution requesting the information.

2. All Verification Requests must be accompanied by a signed Authorization to Release Information form, from the employee.

3. Fax, email or deliver the Verification Request and signed Authorization to Release Information forms to:

   Attn: Human Resources
   Fax number: 408-239-8825
   HrEmploymentServices@sjeccd.edu

   Adjunct Employee:
   EVC: Stacy Alvarez - Stacy.Alvarez@evc.edu
   SJCC: Bunnie Rose - Bunnie.Rose@sjcc.edu

4. Human Resources will respond to the request within 24 hours of receiving the Request and Authorization forms.