

**San José · Evergreen Community College District**  
Human Resources-Personnel

10/19/2015

Personnel- How to Request a Verification of Employment

**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](mailto: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.

Human Resources Assistant

[HrEmploymentServices@sjeccd.edu](mailto:HrEmploymentServices@sjeccd.edu)

408-270-6404