



Verification of Professional/Occupational Experience for Minimum Qualifications

Human Resource Services • 1140 W. Mission Rd., San Marcos, CA 92069

Instructions for Employers and Verifiers of Self-Employment

- If your organization is a post-secondary or secondary educational institution at which the employee was employed as an instructor (must be the instructor of record), counselor, or librarian, please complete the **Teaching Experience** section of the form (section A). **Note:** Secondary schools are designated as high schools, technical schools, and adult schools (California Education Code § 52).
- If your organization is not an educational institution, and/or the employee was not employed as an instructor for your organization, please complete the **Related Occupational Experience** section of the form (section B).
- If you were the employer or a client of the new employee and have been requested to complete this form to verify the employee's self-employment, please complete the **Related Occupational Experience** section of the form (section B).
- Include the average number of hours worked per week, or percentage of a full-time teaching load the instructor taught. Palomar College considers 15 semester units equal to a full-time or 100% teaching load.
- You may attach additional pages and/or a job description as needed.
- Complete and sign the **Employment Verification Completed By** section at the bottom of the form.
- Email the completed form to HRhelp@palomar.edu, or mail a hard copy of the completed form to the following address:

Human Resource Services
Attn: Personnel
Palomar College
1140 W. Mission Rd.
San Marcos, CA 92069
- If you have any questions, please contact Human Resource Services at 760-744-1150, ext. 2609 or HRhelp@palomar.edu.



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New Employee: Please submit one form for each related secondary, post-secondary, and/or occupational position you have held.

Name: _____ SSN (last 4 digits): _____

Discipline Hired to Teach: _____

Release: I authorize the release of my prior employment information to Palomar College.

Signature _____ Date _____

A) Related Teaching Experience (Instructor – must be instructor of record, Counselor or Librarian Position; post-secondary or secondary level (high school grades 9-12)): To be completed by educational institution employer.

Employer Name:			
Position Title:			
Discipline/Subject Taught:			
Address:			
Start Date (Month/Year):		End Date (Month/Year):	
Total number of sessions worked:		<input type="checkbox"/> Semesters or <input type="checkbox"/> Quarters	Total number of summers worked:
Teaching load per session (% of full-time) or number of hours per week:			Load for summer or hours per week:

B) Related Occupational Experience (Non-Teaching Position): To be completed by employer or verifier of self-employment.

Employer Name:			
Employee's Position Title:			
Address:			
Start Date (Month/Year):		End Date (Month/Year):	
Number of hours worked per week:			
Describe the nature of work the employee performed and their job duties. A job description may also be attached.			

Employment Verification Completed By:

Name: _____ Position Title: _____

Employer: _____ Phone Number: _____

Email: _____ Signature & Date: _____