



# 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 (i.e. junior high school – grades 7-8 or 7-9; high school – grades 9-12 or 10-12) 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).
- 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.
- Mail a hard copy of the completed form to the following address:  
  
Human Resource Services  
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 email [hrhelp@palomar.edu](mailto:hrhelp@palomar.edu).



# Employment Verification

Human Resource Services • 1140 W. Mission Rd., San Marcos, CA 92069  
[palomarjobs@palomar.edu](mailto:palomarjobs@palomar.edu) • [www.palomar.edu/hr](http://www.palomar.edu/hr)

**New Employee:** Please submit one form for each secondary education or college teaching assignment and/or related occupational position you have held.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Palomar College Position Title: Assistant Professor, \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Teaching Experience (Instructor – must be instructor of record, Counselor or Librarian Position):** To be completed by educational institution employer.

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

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

Employer Name:			
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 his/her job duties. A job description may also be attached.			

### Employment Verification Completed By:

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature and Date: \_\_\_\_\_ Email Address: \_\_\_\_\_