

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Equal Opportunity

VERIFICATION OF NON-TEACHING EXPERIENCE

I will be teaching for the Foothill-De Anza Community College District, and I need verification of my non-teaching experience. Please complete and return this form to the address listed below.

This letter verifies the occupational experience of:

Name: _____
Last First Former Name

Social Security Number: _____

Employed from: _____
(Month/Year) (Month/Year)

full-time part-time If part-time, please explain. (how many hours per week, weeks per year, etc.)

If employment was paid, please check here If not, please explain. _____

Title of position: _____

Department: _____

Employment responsibilities in this position, including specific tasks performed:

.....
.....
.....
.....

Name Title

Signature Date

Name of Business: _____

Address: _____
Phone Number

Please return completed form to:
Gigi Gallagher
Foothill Community College
12345 El Monte Road
Los Altos Hills, CA 94022