Clear Form

REQUEST FOR VERIFICATION OF PREVIOUS EMPLOYMENT

Date of Request:

TO:

I am currently working at the University of California, Santa Cruz, and need verification of my previous employment with the University of California or State of California. Please research your records and provide verification of the length of my previous service. Your prompt response is appreciated because your verification will directly effect my ability to accrue additional vacation hours.

Please return this form to: Tess Waldo, UCSC Staff Human Resources Office, 1156 High Street, Santa Cruz, CA 95064. If you have any questions call or fax Tess Waldo at: (831) 459-1443/FAX (831) 459-3520 or email service-credit-help@ucsc.edu

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER: _____ **BIRTH DATE:** _____

***FORMER DEPARTMENT:** _____

BEGIN DATE: _____ **END DATE:** _____

***FORMER DEPARTMENT:** _____

BEGIN DATE: _____ **END DATE:** _____

SERVICE VERIFICATION - to be completed by previous employer

EMPLOYMENT DATE: _____ **SEPARATION DATE:** _____

NATURE OF APPOINTMENT: ☐ **FULL TIME** ☐ **PART TIME** _____**%** **(note percentage)**

☐ **STAFF** ☐ **FACULTY** ☐ **STUDENT EMPLOYEE**

TOTAL SERVICE AT 50% TIME OR MORE
(at time of separation and excluding any unpaid leaves of absence)**:** _____ **YEARS** _____ **MONTHS**
[Please complete this section even if you have included back up documentation]

Completed by (print or type name & title)**:** _____

Telephone Number: _____ (We may wish to contact you with further questions or to verify the information we have received.)

_____

Signature of completing official Date

Click here for **Vacation Accrual & Service Awards** information

***This information is vital for campuses where the service credit process may have been decentralized**

1/16/14