

**Work Experience Verification
Samples**

Sample 1

Essential Automotive Supplies **(On Company letterhead)**
425 Main Street
Pleasant Hill, CA 94523

Date **(Month/day/year)**

Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 94244-2700

To Whom It May Concern:

This letter is to verify the employment of **John Doe**, who worked for Essential Automotive Supply as an Automotive Mechanic from March 17, 1995 until November 23, 2000. **John** was a full time employee.

As an Automotive Mechanic, his duties were as follows:

- General automotive repair
- Diagnose defective engines
- Replace defective parts
- Tune up engines
- Replace brakes

Please contact me at (000) 111-2222 if you have any questions.

Sincerely,

James Buck **(Name of Supervisor)**
Owner **(Position/Title)**

Sample 2

ABC Computer Corporation **(On Company letterhead)**
123 Main Street
Pleasant Hill, CA 94523

Date **(Month/day/year)**

Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 94244-2700

To Whom It May Concern:

This letter is to verify the employment of **Joanna Doe**, who worked for ABC Corporation as a Computer Technician from May 17, 2000 until August 1, 2005. **Joanna** was a full-time employee working at least 1,500 hours per year.

As a Computer Technician, her duties were as follows:

- Install applications
- Set up databases
- Set up and use spreadsheets
- Desktop publishing
- Word processing

Please contact me at (000) 222-3333 if you have any questions.

Sincerely,

Roberta Sale **(Name of Supervisor)**
Owner **(Position/Title)**

Verification of Work Experience

Company Employed Individuals

Request current and former employers to verify that you have worked in your occupation (non teaching) for at least five years. One of these five years must be within three years of your credential application date. If you have not worked for any one employer for five years within the specified time frame, you will be required to provide multiple letters from various employers.

Letters must be on company letterhead, signed by your current/former supervisor and verifiable by telephone or email.

Letters must state the following:

- Name
- Position
- Title
- Job duties
- Dates of employment
- Full or part time status (one year is equal to 1500 hours)

Self Employed Individuals

If you are self-employed, you must submit the following:

- A notarized statement by you in the same format as the Work Experience Verification sample, with the following statement added:
"I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge."
- Five documents as back-up to your notarized statement, which may include:
 - * Current/former business license(s) or permit(s)
 - * Letters from former customers
 - * Letters from suppliers, or other business advisors
 - * Copy of tax return statements
 - * Sample of work (if applicable)

College/Technical School Coursework

Coursework in your occupation may be counted toward the five-year work experience requirement. You can only substitute coursework for a maximum of two years. You will need to provide official transcripts to verify the college or technical school coursework. One year is equal to 24 semester units or 36 quarter units of related coursework. Two years are equal to 48 semester units or 76 quarter units.