

Date: _____

Commission on Teacher Credentialing
Box 944270
Sacramento, CA 94244-2700

Please check if supporting documentation is provided

Dear Certification Officer:

This letter is to verify employment/experience for (name) _____.

I have made a sincere effort to contact my previous employer. Some examples of how I've tried to make contact include: _____

Since I am unable to obtain employer verification, I provide the following information as actual facts regarding my employment at named organization.

Employer

Current

At time of my tenure:

Name: _____

Address: _____

City, State Zip: _____

Phone Number: _____

Dates Employed: _____

(begin date)

(end date)

Employed: Full-time Part-time (REQUIRED: Specify number of hours worked: _____)

Job Duties: Check if job description is attached

(Attach additional sheets if necessary)

I CERTIFY UNDER PENALTY OF PERJURY THAT THE AFOREMENTIONED EMPLOYMENT/EXPERIENCE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature