

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Request for Verification of Previous Employment

For University of California, California State University or State of California Employment

Employee's Request – *To be completed by the employee.*

Attention: _____ Employer: _____ Address: _____ _____	Please Return Form to: Edna Arellano Human Resources SAASB 3101 University of California Santa Barbara, CA 93106-3160 FAX: 805-893-8645 Email: edna.arellano@hr.ucsb.edu
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I am currently working at the University of California, Santa Barbara and need verification of my previous University of California, California State University or State of California Employment Service. This verification is required to establish my vacation leave accrual rate at UCSB.* Your prompt response is appreciated!

My signature below serves to authorize the release of the information requested to the University of California, Santa Barbara.

_____ Employee's Name (Print)	_____ Date of Birth	_____ Social Security #
_____ Employee's Signature	_____ Signature Date	_____ Dates of Employment

Employment Service Verification – *To be completed by the University of California or State of California agency authorized to provide the following employment service verification.*

_____ Employment Date	_____ Separation Date
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Service Dates (pay status at 50% or more time). Please attach supporting documentation if available.

From	To	Job Title	Status (staff, academic)	Total Yrs/Mos

Years	Months

Total Qualifying Service Credit – A month on *pay status at 50% time or more* is counted as a month of qualifying service. Service need not be continuous to be counted.

Completed by: (print name & title): _____

Telephone: _____ Email Address: _____

Signature: _____ Date: _____

* Service credit calculations for vacation leave accrual rates are *not* the same as calculations for retirement service credit, or used to determine seniority. Refer to the Benefits office for questions on retirement service credit, and to the Labor Relations office for seniority.