



# 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.

**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:** \_\_\_\_\_ **YEARS** \_\_\_\_\_ **MONTHS**  
(at time of separation and excluding any unpaid leaves of absence) [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

Please return this form to: BAPPRS, UCSC Staff Human Resources Office SVC-Scotts Valley Center, 1156 High Street, Santa Cruz, CA 95064. If you have any questions e-mail [service-credit-help@ucsc.edu](mailto:service-credit-help@ucsc.edu) or call or fax Melissa DiOrio at: (831) 459-1587 / E-FAX (831) 480-5882.

Click [here](#) for **Vacation Accrual & Service Awards** information

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