UC SANTA CRUZ

Employment Verification
(2005 through 3 years prior to current date)

Notice: **Use this form for Verification of Employment for a former employee who separated more than 3 years ago.**

For Verification of Employment for a current employee, or one who separated within the last 3 years, please use The Work Number service.

Employment Verification is not available for former employees who separated prior to 2005.

Section 1: Former Employee Information

Employee Name:

Employee # or SSN:

Start Date:

End Date:

Unit / Division:

Former Employee's Signature:

Section 2: Requestor Information

Reason for Request:

Requestor Name:

Company:

Requestor Email:

Date:

Requestor Signature:

Return Request Method - (choose one: mailing address or FAX)

Requestor's Street Address:

Requestor's City:

Requestor's Fax #:

Requestor's State & Zip Code:

Date:

Section 3: Submit Information to one of the following

Mail to: University of California Santa Cruz Accounting Office Attn: Data Entry / Payroll Department 1156 High Street, Santa Cruz, CA 95064	**Deliver to:** UCSC Data Entry / Payroll Department 100 Enterprise Way Scotts Valley, CA 95066	**FAX to:** Data Entry / Payroll Department (831) 459-3702

Section 4: UC Santa Cruz Verification - (to be completed by records office)

Employee Name:

Title:

Start Date:

End Date:

Completed By:

Title:

Signature:

Date: