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VERIFICATION OF EMPLOYMENT (PSL-W038)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Working Instructions for verification of employment of all district past employees and present employees.

**2.0 RESPONSIBILITY:**

- 2.1 The Work Number

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services Signature \_\_\_\_\_ Date \_\_\_\_\_

**4.0 DEFINITIONS:**

- 4.1 VOE – Verification of Employment
- 4.2 Work Number—Vendor used that does the employment verifications for the district via telephone and/or website: [www.theworknumber.com](http://www.theworknumber.com)

**5.0 PROCEDURE:**

- 5.1 Receive request by mail, fax or phone
- 5.2 Refer them to the Work Number
  - 5.2.1 If by phone give them phone number and employer code number
  - 5.2.2 If by fax, fax back the Work Number information
  - 5.2.3 If by mail, mail back the Work Number information

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 N/A

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Verification of Employment Call	None	None	None	None

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

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