

Employee Verifications Information

The goal of the Human Resources Department is to complete employee verifications Human Resources within 3 – 5 business days. To begin the process, the employee must provide signed permission for the District to release information to complete employment verification. The employee or institution must fax the signed permission and verification documents or request to: (510) 644-6151 or bring the employee verification request to Human Resources.

Employment Verification HR contacts:

Certificated:

Last Name:	A-H	Rhonda Cervantes
	I-N	Angela Belton
	O-Z	Angela Belton

Classified:

Last Name:	A-H	Yolanda Gibson
	I-N	Tracie De Angelis
	O-Z	Dana Malone

To ensure that the employee verification arrives to the correct person/department/organization, please indicate who is to receive the employee verification. Be sure to include phone number, fax or email address as appropriate.

Plan ahead - employee verifications are not processed during holiday periods when the District is closed.