

Human Resources Department
Employment Verifications and File Reviews

The goal of the Human Resources Department is to complete Employment Verifications within 3 – 5 business days during regular work periods. *There may be a delay of two weeks during peak periods which occur at the beginning and the end of the school year. We do not process requests during holidays and when the District offices are closed.*

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 to: (510) 644-6151(classified) or 644-2883 (certificated) or bring the Employment Verification request to the Human Resources Department.

Human Resources Department Contacts for Employment Verifications:

- *Certificated*
 - ~ Financial Institutions and Housing Carol Pacheco
 - ~ Current and Previous Work Experience Sheila Rose
- *Classified*
 - ~ Employee Last Name A-M Málíka Upshur
 - ~ Employee Last Name N-Z Lona Kelly
- *Substitutes*
 - ~ Certificated Elizabeth Pizarro
 - ~ Classified Sharon Vernae

Human Resources Department Contacts for File Reviews:

- *Certificated* Sheila Rose
- *Classified*
 - ~ Employee Last Name A-M Málíka Upshur
 - ~ Employee Last Name N-Z Lona Kelly