

## Employment Verification

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### Policy

It is the Department of General Services' policy that the Office of Human Resources be the primary source for providing employment verification.

If a program receives a request for employment information when requested to provide a reference check on a current or former employee, the program should provide work related reference information and may confirm dates of employment and job titles while the individual was employed with the program.

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### Methods of employment verification

Verification of employment can be provided by one of the following methods:

- By phone,
  - In writing, or
  - Through use of "The Work Number for Everyone."
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### Phone verification

- Verify the caller has a legitimate need for the information.
  - Reply only to the questions asked.
  - Do not volunteer any negative information that you do not have first hand knowledge of or that you do not have documentation to support.
  - Information that can be provided includes:
    - Dates of employment,
    - Title (job classification), and
    - Salary verification (only verify the salary that is given to you is correct or not correct).
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## Employment Verification, Continued

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### Written verification

- Request written verification faxed to (916) 376-5393 or sent to DGS – HR 7<sup>th</sup> Floor, PO Box 989052, MS 402, West Sacramento, CA 95798-9052.
  - Information that can be provided includes:
    - Dates of employment,
    - Title (job classification),
    - Employment history (all position, dates and salary since date of hire),
    - Gross salary for the past two years,
    - Year to date salary, and
    - Annual Salary.
  - Written verification has a five-day turn around
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### The work number for everyone

- Is an automated employment and salary verification service for State employees.
  - This number should be used by a “verifier” organization that needs credit or employment reference information, such as a financial institution seeking salary information to process a loan or an apartment manager seeking employment verification.
  - The number is 1-800-EMP-AUTH (1-800-367-2884).
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