



**SAN JOSÉ STATE UNIVERSITY  
TITLE IV-E PROGRAM  
EMPLOYMENT VERIFICATION FORM**



COLLEGE OF  
APPLIED SCIENCES AND ARTS

**PART A: Consent For Release of Information [To be completed by Title IV-E graduate]**

I (print name), \_\_\_\_\_, give permission for release of information regarding my employment from the time I completed requirements for the MSW in \_\_\_/\_\_\_ ( grad month/year), through the end of my contractual period regarding employment confirmation, current status and agency position, and length of employment to the Title IV-E office at San José State University.

<b>CURRENT CONTACT INFORMATION:</b>		
Address: (Street)	(City, State)	Zip
Home Phone:	Cell Phone:	Work Phone:
Personal Email:	Alternate Email:	Work Email:
Work Address:		

\_\_\_\_\_  
Signature of Graduate

\_\_\_\_\_  
Date

**PART B: Employment Verification [To be completed by Personnel/Human Resources]**

County/Agency Name:	Current Job Title (attach description):	Date of Hire:
Still Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, date of separation: _____		
Has employment been continuous? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, dates of interruption of service*: _____ Reason: _____		
<input type="checkbox"/> I certify that the above named is employed for ___ hrs. /wk. or ___ hrs. /pay period in an AA/BASW/MSW-level position, serving IV-E clients. (circle appropriate level)		
Name of Agency Official:	Title of Agency Official:	Phone number:
Signature of Agency Official:	Date:	Email:

\* Please note: Unpaid Leave is considered an interruption of service

**PART C: Employment Verification [To be completed by Title IV-E Program]**

The above information certifies that the above named individual has fulfilled the public service/child welfare employment obligation as of the indicated date.

\_\_\_\_\_  
Title IV-E Coordinator Signature & Date

\_\_\_\_\_  
Time of service certified (From CSIS)

**PNINA GREEN, TITLE IV-E PROJECT COORDINATOR, 408-924-5833, [paulette.green@sjsu.edu](mailto:paulette.green@sjsu.edu)**

**Retain a copy and return the original document to the Title IV-E Coordinator at:  
[San José State University, SSW, Title IV-E Program, One Washington Square, San Jose, CA 95192-0124](#)**