

**ORIGINAL
ISSUE DATE:** 8/19/20



SAN JOAQUIN
— COUNTY —
Greatness grows here.

**REVISION
DATE:**

Requests for Employment Verification

- a. There are numerous types of employment verification requests
- b. Employees should understand the difference between the type of employment verification request they are requesting to know where to send the request
- c. In all requests, an employee’s social security number must be provided in order to process the income and employment verification.

Information Released During Employment Verification

- a. Dates of Employment
- b. Job Title
- c. Part-Time/Full-Time Employment Status
- d. Final Salary

Verbal Employment Verifications

- a. All verbal employment verification requests can be requested by calling the main number to San Joaquin County Human Resources at (209) 468-3370

Written Employment Verifications

- a. All written requests for employment verification should be submitted via fax or email to San Joaquin County Human Resources
- b. Requests can be emailed to Human Resources humanresources@sjgov.org
- c. Employment verification requests can be faxed to (209) 468-0508

Verbal/Written Income Verifications

- a. All verbal or written requests for income verification such as those requested from mortgage lenders must be submitted to the San Joaquin County Auditor Payroll Division for processing
- b. You can contact the main number to the San Joaquin County Auditor Payroll Division at (209) 468-3928 or fax (209) 468-0408