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

SAN JOAQUIN COUNTY
Greatness grows here.

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