



# Clear Administrative Credential Program

ACSA\* Educational Services \* Credential Office\* 1029 J Street, Suite 500  
Sacramento, CA 95814  
916- 329-3839

## Verification of Administrative Employment

**Verification of offer of employment in an administrative position to be completed by the district office**

### 1. Personal Information

Applicant's Full Legal Name:

\_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

### 2. Employing Agency

Name of Employing Agency: \_\_\_\_\_

Title of Administrative Position: \_\_\_\_\_

Date Initial Employment in an Administrative Position is to begin: \_\_\_\_\_ (mm/dd/yy)

Mailing Address: \_\_\_\_\_ (Street)

Continued Mailing Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

County of Employment: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

### Approved By:

\_\_\_\_\_  
*Name of Employer or Designee (print or type)*

\_\_\_\_\_  
*Title of Employer or Designee*

\_\_\_\_\_  
*Signature of Employer or Designee*

\_\_\_\_\_  
*Date*

**Please return Verification of Administrative Employment form to your Local Program Coordinator**