

## VERIFICATION OF WORK EXPERIENCE

**FROM:**

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

**TO:**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

I am applying for approval to teach Vocational–Technical Course at Macomb Community College. One of the requirements I must meet is two years, or 4,000 hours, of recent and relevant work experience.

The College has asked me to secure from you a statement verifying the beginning and ending dates of my employment, the total number of hours worked per week, and the major duties performed while working for your company. Consequently, it would help me to secure my vocational certification if you would provide the information requested below.

Thank you for your cooperation.

\_\_\_\_\_  
SIGNATURE

I certify that \_\_\_\_\_ was employed from  
NAME  
\_\_\_\_\_ to \_\_\_\_\_ averaging \_\_\_\_\_ hours  
MONTH YEAR MONTH YEAR  
per week. His/her major duties as \_\_\_\_\_ were:  
JOB TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**Please return to:  
MACOMB COMMUNITY COLLEGE**

\_\_\_\_\_  
DEPARTMENT