

Sample: Work or Occupational Experience, Self-Verification

For self-employed or former employer not available (or job duties not listed), you must submit the following items:

- a. A notarized self-verification letter from you in the format below. End with the following statement: "I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge."
- b. Five documents as back up to your notarized self-verification letter, which may include:
 - Copy of tax form statement, business cards, advertising flyers, etc.
 - Current/former business license(s) or permit(s) within dates on letter.
 - Letters from former customers. The letter must state the jobs done and the length of the jobs.
 - Letters from suppliers, or other business associates (such as your accountant, lawyer), who can verify your occupation.

<p style="text-align: center;">(On Employer Letterhead)</p> <p style="text-align: center;">ABC Computer Corporation 123 Main Street Los Angeles, CA 90000</p> <p>Date (Month/Day/Year)</p> <p>Commission on Teacher Credentialing Sacramento, CA</p> <p>To Whom It May Concern:</p> <p>This letter is to verify my employment, (YOUR NAME HERE), as a full time Office Worker with (NAME OF COMPANY). (NAME OF COMPANY) was closed and is no longer in business I worked from 2009 to 2012, full-time at least 1000 hours per year.</p> <p>As an Office Worker my duties were:</p> <ul style="list-style-type: none"> - Filing, customer service, answer phones - Data Entry - Completing reports, memos, and letters using Microsoft Word -Processing account payables and receivables -Provided other duties as necessary. <p>Please call me at xxx/xxx-xxxx should you have any further questions.</p> <p>I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.</p> <p>Sincerely, (YOUR NAME)</p>	<p style="text-align: center;">(On Employer Letterhead)</p> <p style="text-align: center;">ABC Computer Corporation 123 Main Street Los Angeles, CA 90000</p> <p>Date (Month/Day/Year)</p> <p>Commission on Teacher Credentialing Sacramento, CA</p> <p>To Whom It May Concern:</p> <p>This letter is to verify my employment, (YOUR NAME HERE), as a full time Professional Dancer. I have worked and volunteer with various organizations such as (NAME OF COMPANIES) from 2008 to 2016, full-time at least 1000 hours per year.</p> <p>As a Professional Dancer my duties were:</p> <ul style="list-style-type: none"> - Professional dancer in Ballet, Jazz, Tap and Modern Dance - Choreographer developing performing arts programs - Assisting dancers in developing their skills - Preparation for performing arts, plays, and recitals. - Design and create "sets" for performing arts production <p>Please call me at xxx/xxx-xxxx should you have any further questions.</p> <p>I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.</p> <p>Sincerely, (Your Name)</p>
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