



Alameda County Office of Education
 313 W. Winton Ave. Hayward, CA. 94544
 Leadership Development Department
 Dr. Daisy Morales ~ dmorales@acoe.org ~ 510.670.4509

Verification of Administrative Employment

Verification of offer of administrative position must be completed by the Human Resource Department at your district

Personal Information

Candidate Full Legal Name: _____
First *Middle* *Last*

Employing Agency

Name of Employing Agency: _____

Title of Administrative Position: _____

Date Initial Employment in an Administrative Position is to begin (mm/dd/yyyy): _____

Mailing Address for Agency:

Street: _____

City: _____ State _____ Zip _____

County of Employment _____ Phone (____) _____ - _____

Name of Immediate Supervisor: _____

Title of Supervisor: _____ Email: _____

Approved by:

Name of Employer or Designee (print or type) *Title of Employer or Designee*

Signature of Employer or Designee *Date*

FOR ACOE USE ONLY

Coach Assignment

Coach assigned to candidate _____

Coach status: ___ Current ___ Returning ___ New

Coaching training: ___ Blended ___ ALC ___ Other _____

Criteria for match: ___ Proximity ___ Population ___ Setting ___ Other _____

Adapted from CCTC form CL-7777