

This form is required as part of the Clear Administrative Services Credential program. Candidates must submit verification they currently hold a position requiring a preliminary Administrative Services Credential. Verification should be provided from their current employer.

The completed form OR verification on district/employer letterhead may be submitted by one of the following methods:

- Mail: Brandman University (Attn: Office of Admission) 16355 Laguna Canyon Road, Irvine, CA 92618
- Emailed to: [apply@brandman.edu](mailto:apply@brandman.edu)

**Candidates Name:**

Last Name:  First Name:

Title of Candidates Administrative Position:

Dates of Initial Employment in an Administrative Position:  (MM/DD/YYYY)

**Employing Agency:**

Name of the Employing Agency:

Mailing Address:   
Address (Line 1)

Address (Line 2)

City:  State:  Zip Code:

County of Employment:  Phone:

**Supervisor Name**

Name of Immediate Supervisor:

Official Title:

**Employment Verification**

Name of Employer or Designee:

Title of Employer or Designee:  Official Title:

Signature of Employer or Designee:  Date

\*Position must be verified by the Human Resources Office of Employing Agency