



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

SF Recreation Leader Verification Checklist

Thank you for your interest in working with us! As you may know, the City and County of San Francisco requires that all our candidates submit written verification of his/her qualifying experience*.

Please use the checklist below to make sure your verification will meet our requirements then send it to RPD_recruitment@sfgov.org. **You must submit the verification letter/email before we can invite you to interview or move your application forward.** If your information is missing any of the items below, I will have to consider as incomplete and will be unable to allow you to be successfully hired as a recreation leader. To assist you, I am providing you a sample verification – please see the opposite page.

- Must be on the Letterhead of Employer or from an official agency email
- Name of Employee
- Job title and duties (relevant to working in recreation field or facility) – adding a brief one or two sentences describing the job is extremely valued.
- Dates worked with hours/schedule per week or equivalent, qualifying amount of hours (i.e. At least 500 hours for Recreation Leader 1 or At least 1,000 for Recreation Leader 2/3)
- Title, Name and Signature and contact info of the employer or authorized entity (Human Resources) – if the letter is unsigned, we will have to contact that author to confirm your information.

Candidates may submit verification from more than one employer in order to meet the minimum hour requirements. A combination of all the hours on any letters must meet minimum requirements (Recreation Leader 1 requires at least 500 hours of qualifying experience; Recreation Leader 2 requires at least 1,000 hours of qualifying experience while Recreation Leader 3 requires at least that amount plus an applicable specialized certificate/degree)

Note that a Letter of Verification is not the same as a recommendation letter. If you submit a letter of recommendation without the above required data items, it will be rejected.

****If you are using any SF Recreation & Park employment for your experience, we will confirm and verify your employment history with us. If you have any questions, please email RPD_recruitment@sfgov.org (underscore) or leave a message at (415)831-2726. Thank you***

February 2021





(date)

To SF Recreation and Park Human Resources:

This letter is to confirm **Dick Grayson's** employment as a superhero leader with Gotham City Recreation & Park for a total of at least 1,500 hours. (OR that he/she has worked twenty (20) hours per week) The dates of Dick Grayson's employment were August 1, 2015- January 31, 2016 and the responsibilities included but were not limited to teaching circus exercises to children between the ages of 5 to 18 years and older.

Please contact me with any questions at 1-(123)456-7890 or apennyworth@gothamcity.gov.

Very truly yours,

Alfred Pennyworth

Alfred Pennyworth
Manager, Wayne Manor

(*if you are going to have this sent via email without a “wet” signature, please request that the author send the email directly to RPD_recruitment@sfgov.org.)

February 2021

HINTS

General verification

Please make sure that your letter contains all this essential and required information (your name, job title, and either the total hours and dates of this job/ volunteer gig)

If possible, add one or two sentences about the applicable job duties

Please include the contact information of the author in case that we have ?s

*IMPT We do send a followup email to the author of any unsigned letter to confirm your information.