


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		S.O.G. # 2.1.9
	Employment Verification		Page 1 of 1
	Volume:	Chapter:	Section:
	2	1	9
Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		10/12/10	
Attachments:	Resources/Cross Reference:		
Purpose: Define the procedure for providing Employment Verification.			

**Procedure:**

A. Members who are applying for any type of loan and require a verification of employment for their loan agency must direct all paperwork to the following:

1. City of Vallejo  
 Human Resources Department  
 City Hall  
 555 Santa Clara Street  
 Vallejo, CA 94590  
 707-649-3512

B. No employment verifications shall be processed through Administration.