

Date: _____

Name of Candidate: _____

Position Applied For: _____

Posting Number: _____

Last Position Held:
(per application/resume) _____

Dates of Employment: Start: _____ End: _____

Number of hours worked /week: _____

Salary: Start: _____ End: _____

Major Duties:

Name of Reference: _____

Title: _____

Relationship to Candidate: Supervisor Co-Worker Other

Explain: _____

Organization Name: _____

Phone Number: _____

Address/Email: _____

Contact Method: Phone Email Letter Other

Employment Verification conducted by:

Signature

Date

Print Name

Job Title: