**EMPLOYMENT VERIFICATION REQUEST**

**ORGANIZATION:**

**APPLICANT:**

**SS#:**

**Positions Held (Job Titles) Dates (From – To)**

**Briefly describe the duties performed by this individual:**

**Were these duties performed on a full-time basis, i.e. 40 hours/week? YES\_\_\_\_ NO\_\_\_\_\_\_**

**(if NO, how many hours per week? )**

**Reason for Leaving:**

**Comments:**

**Signature Title**

**Date Telephone Number**

**Revised 2/2018**