

Employment Verification Information Request Form

This **employment verification information request form sample** streamlines the process of confirming a candidate's work history with previous employers. It ensures all necessary details are captured accurately for background checks or employment validation. Using this form reduces administrative errors and speeds up verification procedures.

Employee Information

Full Name:

Date of Birth:

Social Security Number (Last 4 digits):

Current Address:

Phone / Email:

Employment Details to be Verified

Employer Name:

Position Held:

Employment Dates (From " To):

Reason for Separation:

Supervisor / Manager Name:

Employer Contact (Phone / Email):

Requested Verification Information

Information Requested (check all that apply):

Dates of Employment
Title/Position Held
Salary/Wages
Employment Status
Eligibility for Rehire
Reason for Leaving
Job Performance
Other



Additional Instructions/Comments:

Authorization

I authorize the release of the information requested above for the purposes of employment verification. I understand this information will be used only for background checking and employment validation.

Employee Signature:

Date:

Submit