

# Employment History Verification Form

Instructions: This form is used to verify the employment history of an applicant. Please complete all sections legibly. This document is formatted for printing and manual completion or physical record-keeping.

## Candidate Authorization

Candidate Full Name:

Candidate Signature (Printed):

Date of Authorization:

## Previous Employer Information

Company/Organization Name:

Phone Number:

Address:

Supervisor Name and Title:

## Employment Details (To be completed by Verifier)

Job Title / Position Held:

Employment Start Date:

Employment End Date:

Ending Salary / Hourly Rate:

Reason for Leaving:

Is the individual eligible for rehire? (Yes / No):

Overall Job Performance Rating:

## Verifier Information & Sign-Off

Name of Person Verifying Information:

Title:

Contact Phone / Email:

Date of Verification:

Signature of Verifier (Printed Name for Verification):