**PRINTABLE EMPLOYEE VERIFICATION**

|  |
| --- |
| **EMPLOYER INFO** |
| **COMPANY NAME** |   |
| **ADDRESS** |   |
|  |   |
| **EMPLOYEE INFO** |
| **EMPLOYEE NAME** |   |
| **HIRE DATE** |   |
| **END DATE *if applicable*** |   |
| **RATE OF PAY** |   |
| **FREQUENCY OF PAY** |   |
| **TITLE HELD** |   |
| **ROLES AND RESPONSIBILITIES** |   |
| **ELIGIBLE FOR REHIRE?** |   |
| **ADDITIONAL COMMENTS** |   |
|  |   |
| **REQUESTING PARTY INFO** |
| **REQUESTOR NAME** |   |
| **REQUESTOR CONTACT INFO** |   |
|  |   |
| **FORM COMPLETED BY** |
| **NAME** |   |
| **CONTACT INFO** |   |
| **DATE COMPLETED** |   |
| **SIGNATURE** |   |