



### ***EDUCATION AND EMPLOYMENT VERIFICATION***

This form is intended to make it simple to conduct education and employment verifications. You may use it to complete the education and employment history questions of the candidate before giving the hiring packet to your unit's Key Contact for processing in PeopleSoft.

Candidate's Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

#### **Education Verification**

A telephone call or an email to the Registrar's Office of the institution will enable you to verify education. Year of graduation or dates of enrollment as well as degree major are considered public information and are given upon request.

Highest degree earned: \_\_\_\_\_

Institution: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ or Dates enrolled: \_\_\_\_\_ to \_\_\_\_\_

Verified with: \_\_\_\_\_  
(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Employment Verification**

To verify dates of employment, contact that Human Resources office of the former employer. This information can be requested by telephone or by email. Eligibility for rehire will not always be available to the HR office.

Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Eligible for Rehire: \_\_\_\_\_ (Y/N)

Verified with: \_\_\_\_\_  
(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_  
Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Eligible for Rehire: \_\_\_\_\_ (Y/N)

Verified with: \_\_\_\_\_  
(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Eligible for Rehire: \_\_\_\_\_ (Y/N)

Verified with: \_\_\_\_\_  
(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_