Employment Verification Request Form

This form is to be used as a formal request for an employment verification letter from an employee of the Baruch College Office of Human Resources (OHR), regardless of their current employment status. The policy of the Baruch College OHR is to verify dates of employment, title and salary only.

A. REQUIRED INFORMATION

Name: ________________________________  SSN [Last 4 Digits]: __________
Email: ________________________________  Phone: ________________________

B. INFORMATION TO BE VERIFIED

I am requesting an employment verification letter containing the following:
Check all that apply

[ ] Employment Status (Active/Terminated)  [ ] Position Title  [ ] Start Date  [ ] End Date
[ ] Part-Time/Full-Time Status  [ ] Rate of Pay/Salary
[ ] Employment History / Requested Period: ____________________________
[ ] Other ______________________________________________________________

C. DELIVERY INSTRUCTIONS

Letters are addressed “To Whom It May Concern” unless otherwise specified.
Check all that apply

[ ] Email: ________________________________
[ ] Third Party Email: ________________________________

D. EMPLOYEE AUTHORIZATION

I hereby authorize the Baruch College Office of Human Resources (OHR) to prepare an Employment Verification Letter, which will include the information I have indicated above.

__________________________________________  __________________________
Signature  Date

OHR USE ONLY

RECEIVED DATE ___________________  PREPARED BY ___________________  DATE ___________________