

WORK EXPERIENCE VERIFICATION

****NOTE:** It is the applicant's responsibility to obtain employment verification from current or previous employers. Applicant should only fill out top section. The bottom section is for employers only**

******APPLICANT SECTION******

AUTHORIZATION TO RELEASE INFORMATION FROM:

Current/Former Employer _____

Address _____

City _____ State _____ Zip _____

Applicant _____ Social Security Last Four No: XXX-XX- _____
(Please Print)

Applicant _____ Date _____
(Signature)

******EMPLOYER SECTION******

VERIFICATION INFORMATION (CURRENT OR FORMER EMPLOYER ONLY)

From Employment dates: To

Position Title:

Full time ☐

Part-time ☐

From Employment dates: To

Position Title:

Full time ☐

Part-time ☐

INFORMATION VERIFIED BY:

(Signature)

(Date)

(Title)

(Phone Number)

EMPLOYERS , PLEASE RETURN THIS FORM TO THE APPLICANT.

Human Resources Office
Jefferson State Community College
2601 Carson Road
Birmingham, Alabama 35215-3098

Phone: (205) 856-7764/8598