

## 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

<b>I am requesting an employment verification letter containing the following:</b>			
<i>Check all that apply</i>			
<input type="checkbox"/> Employment Status (Active/Terminated)	<input type="checkbox"/> Position Title	<input type="checkbox"/> Start Date	<input type="checkbox"/> End Date
<input type="checkbox"/> Part-Time/Full-Time Status	<input type="checkbox"/> Rate of Pay		
<input type="checkbox"/> Salary and Service History / Requested Period: _____			
<input type="checkbox"/> Other _____			

### C. DELIVERY INSTRUCTIONS

<b>Letters are addressed "To Whom It May Concern" unless otherwise specified.</b>			
<i>Check all that apply</i>			
<input type="checkbox"/> Email: _____			
<input type="checkbox"/> Mail: _____	Address	City	State
			Zip Code
<input type="checkbox"/> Third party release: _____			
<input type="checkbox"/> Hold for pick up at OHR (135 E 22 <sup>nd</sup> St, Room 202)			

### 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.	
_____ <b>Signature</b>	_____ <b>Date</b>

OHR USE ONLY RECEIVED DATE _____ PREPARED BY _____ DATE _____
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