



WEST VIRGINIA STATE UNIVERSITY

Employment Verification Request

Form

Human Resources

West Virginia State University

Human Resources

P.O. Box 1000/105 Cole Complex

Institute, WV 25112

Phone: (304) 766.3156, Fax: (304) 766.4156

Employment Verification: The Human Resources office will only release general employment information for verification purposes. Signed authorization from the individual in question is required for the release of employment information. Requests are processed within 3-5 business days from date received, unless further research is required. **Please complete Sections I and II.**

Employment Letters: At the request of the employee, HR Records will prepare an official letter of employment, limited to two originals. Twenty-four hours advanced notice is required. The letter will include the employee's date of employment, position title, and department name. Salary can be included by request only. **Please complete Section I.**

I am requesting: Employment Verification [] or Employment Letter []

Return by (please check one): Fax [] Mail [] or In Person Pick-up (for employment letter only, employee must show ID) []

SECTION I – To be completed by employee

I hereby authorize the West Virginia State University Human Resources office to release my current or previous employment information. Additionally, I release West Virginia State University from all liability whatsoever for issuing the requested information.

Employment Status: Currently Employed [] Previously Employed [] Provide Salary Information []

Print Name

Employee A number or Last 4 of Social Security Number

Signature

Date

SECTION II – I authorize ~~Y giv'Xlt i lpk'Ucv'Wpkgt uls~~ to release employment information to:

Company or Institution Name

Phone/Fax Number

Contact Name and Title

Complete Mailing Address

SECTION III – To be completed by ~~Y giv'Xlt i lpk'Ucv'Wpkgt uls~~ HR Representative

I certify that the personnel records of West Virginia State University reveal the following information on the current or former employee as indicated above in Section I. *Please note: performance information will not be provided.*

Employment Dates: _____

Position Title: _____ Full-time [] or Part-time []

HR Records Use Only:

Date Received & Logged: _____

Date Completed & Returned: _____

Employment Verification Request Form

Human Resources

West Virginia State University
Human Resources
P.O. Box 1000/105 Cole Complex
Institute, WV 25112

Phone: (304) 766.3156, Fax: (304) 766.4156

Other: _____
(please specify any additional requested information for consideration)

Printed Name/Title of WVSU HR Representative Completing Request

Signature of WVSU HR Representative Completing Request

Date: _____

HR Records Use Only:
Date Received & Logged: _____
Date Completed & Returned: _____