

Verification of Employment History and Credentials (Background Verification)

Please complete the following questions below and submit to your Fiscal Officer. These questions must be answered before a salary recommendation will be made. If you have questions on this process, please contact your Fiscal Officer or HR Representative.

Candidate Name _____

Please list the name(s) and title(s) of person(s) completing this background verification:

1. _____

2. _____

3. _____

- I certify that the employment history of this candidate was verified. The employment history includes dates of employment, position held, and company name for at least two positions held. Breaks in employment history have been explained to my satisfaction.
- I certify that the education credentials of this candidate were verified. This includes education institutions and degrees.
- I certify that if a license is required for this position, the license is in "good standing" and documentation will be forwarded to HR if the candidate is hired.
- I certify that professional employment references have been checked for this candidate. Checking references includes speaking with the most recent supervisor and two other professional references. Copies of notes from the reference checks will be maintained permanently in the supervisory file.
- I certify that an internet search was performed on the candidate and that any concerns raised by the internet search were resolved to my satisfaction.

By my signature below, I acknowledge completion of verification of employment history and credentials, as explained in the above.

Signature 1 _____ Date _____

Signature 2 _____ Date _____

Signature 3 _____ Date _____

Please send to your Fiscal Officer at HB 6045 to begin the process of determining a salary recommendation for this position.

PLEASE NOTE:

You are not to offer a position to any candidate prior to submitting this form and receiving a salary recommendation from your Fiscal Officer.