## Higher Learning. Richer Experience.

## **EDUCATION AND EMPLOYMENT VERIFICATION**

This form is intended to make it simple to conduct education and employment verifications. You may use it to complete the education and employment history questions of the candidate before giving the hiring packet to your unit's Key Contact for processing in PeopleSoft.

Candidate's Name:	
Position Title:	
Education Verification	
A telephone call or an email to the Registrar's Of education. Year of graduation or dates of enrolln information and are given upon request.	fice of the institution will enable you to verify nent as well as degree major are considered public
Highest degree earned:	
Institution: Graduation Da	te: or Dates enrolled: to
Verified with:(Name and Title)	
Name of person conducting this verification:	Date:
Employment Verification	
	nan Resources office of the former employer. This email. Eligibility for rehire will not always be available
Name of Employer:	Telephone:
Employed from:	to:
Job Title:	Eligible for Rehire: (Y/N)
Verified with:(Name an	d Title)
,	Date:
Name of Employer:	Telephone:
Employed from:	to:
Job Title:	Eligible for Rehire: (Y/N)
Verified with:(Name an	d Title)
`	,
name of person conducting this verification:	Date:

Name of Employer:	Telephone:
Employed from:	to:
Job Title:	Eligible for Rehire: (Y/N)
Verified with:(Nar	me and Title)
Name of person conducting this verification	ation: Date: