

Verification of 3-Letters of Recommendation

Applicant's Name: _____ **EMPLID:** W

Job Title of Position Applied For: _____

Department: _____

Letter #1

(1) From: _____ (2) Address: _____
(3) Telephone #: _____ (4) Relationship to Applicant: _____
(Ex: co-worker, supervisor, colleague, friend)

Letter #2

(1) From: _____ (2) Address: _____
(3) Telephone #: _____ (4) Relationship to Applicant: _____
(Ex: co-worker, supervisor, colleague, friend)

Letter #3

(1) From: _____ (2) Address: _____
(3) Telephone #: _____ (4) Relationship to Applicant: _____
(Ex: co-worker, supervisor, colleague, friend)

Note: This form must be completed and sent to the Human Resources Office with the Hire Packet of Forms.

This certifies that I spoke to the individuals listed above and he/she confirmed that they did write and send the letter of recommendation.

Signature of SLU Staff who Verified the 3-Letters of Reference

Date