

## WORK EXPERIENCE VERIFICATION

**\*\*NOTE:** It is the applicant's responsibility to obtain employment verification from current or previous employers. Applicant should only fill out top section. The bottom section is for employer's only\*\*

### \*\*\*\*APPLICANT SECTION\*\*\*\*

AUTHORIZATION TO RELEASE INFORMATION FROM:

Current/Former Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant \_\_\_\_\_ Social Security Last Four No: XXX-XX-\_\_\_\_\_  
(Please Print)

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

CHATAHOOCHEE VALLEY COMMUNITY COLLEGE

### \*\*\*\*EMPLOYER SECTION\*\*\*\*

VERIFICATION INFORMATION (CURRENT OR FORMER EMPLOYER ONLY)

Employment dates:

Position Title:

Full time

Part-time

\_\_\_\_\_

\_\_\_\_\_

Employment dates:

Position Title:

Full time

Part-time

\_\_\_\_\_

\_\_\_\_\_

INFORMATION VERIFIED BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone Number)

EMPLOYERS , PLEASE RETURN THIS FORM VIA MAIL OR EMAIL

Human Resources Office  
Chattahoochee Valley Community College  
2602 College Drive  
Phenix City, Alabama 36869

Phone: 334-214-4848  
Email: human.resources@cv.edu