

Experience Verification Form

Please contact your Central HR recruiter before making an offer of employment. Departments are required to ensure a candidate meets the minimum experience requirements for a position by verifying dates of employment and conducting reference checks. Please forward this completed form to your Central HR recruiter or include with new hire paperwork. If you have questions regarding this process, please call your recruiter at (352) 392-2477.

Employee's Name: _____

Position Title: _____

Department: _____

Verification #1

Name of Employer: _____ Phone #: _____

Employed from: _____ to: _____ Hours worked per week: _____

Job Title: _____ Reason for leaving: _____ Eligible for rehire? _____

Job duties:

Evaluative comments:

Verified with (Name & Title): _____

Person conducting this verification: _____ Date: _____

Employee's Name: _____

Verification #2

Name of Employer: _____ Phone #: _____

Employed from: _____ to: _____ Hours worked per week: _____

Job Title: _____ Reason for leaving: _____ Eligible for rehire? ___

Job duties:

Evaluative comments:

Verified with (Name & Title): _____

Person conducting this verification: _____ Date: _____

Verification #3

Name of Employer: _____ Phone #: _____

Employed from: _____ to: _____ Hours worked per week: _____

Job Title: _____ Reason for leaving: _____ Eligible for rehire? ___

Job duties:

Evaluative comments:

Verified with (Name & Title): _____

Person conducting this verification: _____ Date: _____