

## EDUCATION AND EMPLOYMENT VERIFICATION AUTHORIZATION FORM

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.

Candidate's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Position Title: \_\_\_\_\_

### EDUCATION VERIFICATION

A telephone call or an email to the Registrar's Office of the institution will enable you to verify education. Year of graduation or dates of enrollment as well as degree major are considered public information and are given upon request.

Highest degree earned: \_\_\_\_\_ Institution: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

or Dates enrolled: \_\_\_\_\_ to \_\_\_\_\_

Verified with: \_\_\_\_\_  
(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

### EMPLOYMENT VERIFICATION

To verify dates of employment, contact that Human Resources office of the former employer. This information can be requested by telephone or by email. Eligibility for rehire will not always be available to the HR office.

Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Eligible for Rehire: Yes or No

Verified with: \_\_\_\_\_  
(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Eligible for Rehire: Yes or No

Verified with: \_\_\_\_\_

(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Eligible for Rehire: Yes or No

Verified with: \_\_\_\_\_

(Name and Title)

Name of person conducting this verification: \_\_\_\_\_ Date: \_\_\_\_\_

## REFERENCE CHECK PERMISSION

*I authorize Northeastern University to conduct a reference check with my present and/or previous employer(s). This also serves to authorize my present and/or previous employer(s) to provide reference information to Northeastern University as it is requested. I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor and character, rehire potential, dates of employment, salary and employment history. By providing such authorization, I understand and agree that I release Northeastern University, its trustees, faculty, staff, employees and agents, from any and all claims or potential claims I may have regarding any and all information released to or by Northeastern University and regarding any employment decisions made about me on the basis of such information.*

Candidate's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_