

Employee Verification Request Form

Requester Details

Name: _____

Organization Name: _____

Contact Number: _____

Email Address: _____

Employee to Verify

Full Name: _____

Employee ID: _____

Position: _____

Dates of Employment: From: _____ To: _____

Verification Needed For

- Employment Confirmation
- Performance Check
- Background Check
- Other: _____

Requester's Notes/Instructions

Authorization Section

I, _____, authorize this verification request and consent to the release of the necessary information.

Requester Signature: _____

Date: _____