

Employment Verification (Graduate/Student)

Name: _____ **Student ID #:** _____

Career Services tracks all employment through the first six to twelve months after graduation. Please complete and return to the Career Services department making any necessary corrections or provide additional to supplement the requested information. We will use salary information only to confirm the amount with your employer and to calculate average student salaries for federal and internal reporting requirements.

Date of Graduation: _____ Program: _____

Supervisor Name/Title _____ Supervisor e-mail (if known) _____

Employer/Company Name _____ Company Telephone Number: _____

Company/Employer Address: _____

Graduates'/Students' Position/Title: _____ Date Hired: _____

Annual pay rate : _____ (this should not include extra pay such as:
Benefits, overtime, health care or bonuses)

If you are paid on an hourly basis, please indicate hourly rate: _____ Hours per week: _____

Other pay (may include bonuses, freelance, overtime pay, etc.) _____
(Healthcare, benefits, and non-w-2 perks do not apply)

If you indicated other pay, please provide the source of the pay _____
(Bonus, overtime, freelance, etc)

Scheduled/anticipated review date: _____

Graduate/Student Signature

"I, (graduate/student) _____ verify that the information provided above is correct to the best of my knowledge and I hereby authorize the above-named employer to release information about me to the Career Services Department at [school] _____ to confirm the information I have provided. A faxed copy of this document shall be as valid as the original."

Signature _____ Date _____

For official use only: Please check all that apply: Field related, direct () Field related, related () Unrelated ()

Part time () Full time () Contract work () Temporary position () Freelance () Internship ()

If verified telephonically or verbally with the Graduate, please provide the following:

Name of Career Services Representative: _____ Date Verified: _____

Signature of Career Services Representative: _____ Verified via: Telephone () In person ()