|  |  |  |  |
| --- | --- | --- | --- |
| **FORM**  **V**    **VERIFICATION**  **of Education, Licenses & Employment**  Applicant’s Name       \_\_\_\_\_\_\_\_\_ Other Names Used      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Applied For      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Verifier’s Name/Title       \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Checked  **Instructions**: Use this form to verify education or licenses, particularly if used as a factor in the selection decision. This form may also be used to document title and dates of employment that can generally be obtained from HR or payroll offices. | | | |
| **EDUCATION** (Verify all education related to the position, if education is required, or if applicant selected because of his/her degree) | | | |
| School/College Name  Location | Contact’s Name  Telephone Number | Dates Attended | Diploma/Degree/Certificate  Completed? |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
| **PROFESSIONAL LICENSES** | | | |
| Type of License | Dates | Licensing Authority | History of Disciplinary Action? |
|  |  |  | Yes  No |
|  |  |  | Yes  No |
| **EMPLOYMENT** (All employers in past seven years plus all previous employers for all related positions) | | | |
| Employer Name | Applicant’s Most Recent Title | Dates (To / From) | Eligible for Rehire?  NA=Not Applicable  NC=No Comment |
| Contact’s Name & Title | Prior Titles (if any) | Reason for Leaving |
|  |  |  | Yes No NA NC |
|  |  |  |
|  |  |  | Yes No NA NC |
|  |  |  |
|  |  |  | Yes No NA NC |
|  |  |  |
|  |  |  | Yes No NA NC |
|  |  |  |