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| **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 NameTelephone Number | Dates Attended | Diploma/Degree/CertificateCompleted? |
|  |  |  | [ ]  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 ApplicableNC=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 |
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