

OFFICE OF HUMAN RESOURCES

EMPLOYMENT VERIFICATION AND REFERENCE CHECK

The individual listed below has applied for a position with the University of North Florida, and has given your name as a previous employer. Please provide us with the information requested below and return it in the enclosed business reply envelope, or fax the information back to us at the following number: _____ Your prompt response to the information requested is greatly appreciated.

To be completed by the hiring department or Human Resources

Applicant Name: _____ *Social Security #: _____ Date of Birth: _____

Previous Employer: _____ Telephone Number: _____ Extension: _____

Address: _____

To be completed by the previous employer

Employed From: _____ Employed Until: _____ Hours Worked Per Week: _____

Job Title: _____ Reason for Leaving: _____

Duties: _____ Eligible for rehire? Yes No

Evaluative Comments: (Strengths, weaknesses, number of employees supervised, attendance, etc...) Attach additional sheets if needed

Verified by: _____
Signature

Date: _____

Name and Title: _____ Department: _____

Please return this form to: University of North Florida, Office of Human Resources, 1 UNF Dr., Jacksonville, FL 32224

* Because of individual privacy concerns, Florida law requires state entities like the University of North Florida (UNF) to only collect and use Social Security numbers where collection and use of the Social Security number is required by law. Further, to protect the identity of those providing UNF their Social Security number, UNF maintains individual's protected personally identifiable information in compliance with Florida and/or federal law and issues all students, faculty, staff and those transacting business with UNF, a university-generated identification number ("N number") for use in UNF day-to-day operations. Additionally, Florida law (Section 119.071(5), Florida Statutes) requires that UNF provide individuals this notice identifying when and why UNF collects and uses Social Security numbers. For specific statutory authorization, please see http://www.unf.edu/uploadedFiles/anf/controllers/SSN_Statement%20UNF.pdf.