

VERIFICATION CERTIFICATION
TO BE INCLUDED IN EMPLOYEE PERSONNEL FILE

Applicant Name _____ Soc Sec Number: _____
Please Print Please Print
Classification _____ Class Code: _____
Please Print Please Print
Department _____ Bureau _____
Please Print Please Print

APPLICATION/RESUME RECEIVED

Verified by: _____

REFERENCES

Verified by: _____

_____ Number Checked – Business
_____ Number Checked – Personal
_____ Number Checked – Academic

ACADEMIC QUALIFICATIONS

Verified by: _____

_____ *Original* Transcripts/Degree Reviewed
(Copy to personnel file)
_____ Academic Institution is Accredited
(<http://www.ed.gov/admins/finaid/accred/accreditation.html>)

LICENSE/CERTIFICATION (Copies of *original* to personnel file)

Verified by: _____

CONFIDENTIALITY STATEMENT(S)

Verified by: _____

_____ Agency Confidentiality Statement
(Reviewed with and signed by
Employee with copy to personnel file)
_____ Other Confidentiality Statement
(Reviewed with and signed by
Employee with copy to personnel file)

CRIMINAL BACKGROUND CHECK

Verified by: _____

_____ In-State (SBI)
_____ NA Out-of-State (Not Yet Available)

DRIVER'S RECORD CHECK (IF APPLICABLE)

Verified by: _____

CREDIT CHECK (IF APPLICABLE)

Verified by: _____

I CERTIFY THAT THE ABOVE INFORMATION PERTAINING TO THE SELECTED APPLICANT
HAS BEEN VERIFIED.

Signature (HR Director or designee)

Date

NOTES: _____

