Northeast Alabama Community College

Verification of Work Experience

Directions:

Applicants: For positions that you have held or currently hold that you believe are *directly related* to the position for which you have applied, please ask the human resources officer at your former or current workplace to complete the following information. If for any reason you cannot obtain this information prior to your interview, please designate the reason in Section II of this form, and bring the form with you to your interview.

Human Resources Officers: Please complete the information in Section I. Return it to either (1) the requesting party or (2) to the address at the bottom of the form.

Section I

Employee: _____

I confirm that the above named individual was employed at _____ from
Name of Company/Organization

_____ to _____. The employment was ☐ **full-time** ☐ **part-time**.
Beginning Date of Employment MM/DD/YY Ending Date of Employment MM/DD/YY

Position Title: _____

Job duties (Please list duties below, or attach a job description):

_____
_____
_____
_____
_____
_____

Signature of Human Resources Officer: _____ Date: _____

Comments:

_____
_____

Section II

I, _____, was unable to obtain verification for my job as _____
Applicant Name Position Title

at _____ because of the following reason:
Employer

___ I could not reach human resources officer to obtain the verification.
___ The company is no longer in business.
___ I prefer not to contact my current/former employer.
(Explain: _____)
___ Other (Explain:_____)

Please mail/email/fax to:

Address: Northeast Alabama Community College
Attention: Lynde Mann
P.O. Box 159
Rainsville, AL 35986

Email: mannl@nacc.edu

Fax: 256.228.6861

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