

Request for Verification of Employment

Date: _____

I, _____ request a Verification of Employment letter from Liberty University. This letter needs to include:

- Hire Date
- Termination Date
- Department, Position Title
- Rate of Pay
- YTD Earnings
- Prior Year Earnings
- On Liberty University Letterhead
- Other Information _____

Once complete:

- Leave at front desk in HR for pick up
- Fax to: _____ at _____
- Mail to: _____
- Call me at: _____

Authorization of Release of Information

I, _____ hereby authorize Liberty University Human Resources to release information they may have regarding my current or past employment. I will hold Liberty University free of liability for the exchange of this information and other reasonable and necessary information incident to this employment process.

Signature

Print Name

Liberty ID Number

Human Resources may take up to 3-5 business days to process this request.