



# International Employment Verification Request form

**REQUESTED INFORMATION MUST BE PROVIDED. INCOMPLETE FORMS WILL BE REJECTED**

## Personal Information

- First name \_\_\_\_\_
- Middle Name \_\_\_\_\_
- Last Name \_\_\_\_\_
- Full Name used while employed \_\_\_\_\_
- Date of Birth \_\_\_\_\_
- Citizen ID or Passport Number \_\_\_\_\_
- Name as written in Country's official language \_\_\_\_\_
- For Applicants from China (including Taiwan & Hong Kong) please provide your full name in Chinese Characters.  
\_\_\_\_\_
- For applicants from Spanish speaking countries/regions, please provide both parents' surnames.  
Mother \_\_\_\_\_ Father \_\_\_\_\_
- For applicants who were employed in India, please provide Employee ID# (Depending on former employer, you also may be asked to provide a copy of your relieving letter). Please indicate if you can provide copies.  
Employee ID# \_\_\_\_\_  
Relieving Letter?  Yes  No

## Employer Information

- Full name of Employer \_\_\_\_\_
- Last Supervisor or HR Director's name \_\_\_\_\_
- City/State or Province /Country \_\_\_\_\_
- Phone number \_\_\_\_\_
- Fax number \_\_\_\_\_
- Email address \_\_\_\_\_
- Web site (if available) \_\_\_\_\_
- Dates of employment \_\_\_\_\_
- Last Title Held \_\_\_\_\_
- Salary (indicate currency and basis: monthly, hourly) \_\_\_\_\_

## Authorization For Release Of Education Information

This release gives authorization to \_\_\_\_\_ and their duly appointed agents to verify my education at the above stated school as part of a background screening report. A copy of this authorization that bears my signature is valid as the original release signed by me.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employment Screening Resources is the firm that wrote the Book on Background Screening:  
**The Safe Hiring Manual, The Complete Guide to Keeping Criminals, Terrorists and Imposters out of your Workplace**