



# Request for Employment Verification

RETURN THIS FORM BY MAIL OR FAX

Office of Human Resources | Tempe University Center (UCNTRA)  
1100 E. University Drive Tempe, AZ 85287-1304 FAX:480.965.1971

Name: \_\_\_\_\_  
First Middle Last

ASU ID# \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Previous Name (if applicable)

\_\_\_\_\_  
First Middle Last

Are you a current employee?  YES  NO

Do you have more than one job on campus?  YES  NO

The Office of Human Resources will only verify the following (check all that apply):

Employment Dates  Position Title  Current  All

Income:  Hourly  Monthly  Annual Year-to-date Balance

**PLEASE READ THIS INFORMATION:**

It will take 2-3 business days to complete your verification request.

**BY MAIL:** To have this information mailed to you, provide your address and city/state/zip below.

**PICK UP:** To pick up this information at OHR, provide your contact number below.  
OHR will call you when your verification is ready for pickup.

Please mail my information to the following address:

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Please call me when my verification is ready for pickup:

Phone: \_\_\_\_\_

SIGNATURE (Mandatory): \_\_\_\_\_

Date: \_\_\_\_\_