

Employment Verification Form

The University of Florida Human Resource Services uses The Work Number to provide employment verifications for current and former employees who terminated on or after January 1, 2004. Please contact The Work Number at <http://www.theworknumber.com> or 1-800-367-5690 to obtain employment verification. For more information regarding The Work Number, or UF employment verifications, please visit: <http://hr.ufl.edu/manager-resources/recruitment-staffing/current/updatingreviewing-employment-records/#verification>.

*Please note: we can only verify experience for **paid** work at the University of Florida. For employee verifications at UF related entities such as UF Health (Shands), University Athletic Association (UAA) and Gator Dining, contact those entities directly.

Due to the private information included in employee verifications, **we will only respond to faxed requests**. Please fax your request along with this form to: 352-846-0668; Attn: Employment Verifications. Your request will be processed within five to seven business days.

I have checked The Work Number for this information and it was not found.

First Name

Middle Name

Last Name

Other Names Used

Date of Birth

Social Security Number

UF Dates of Employment

Title

Please list additional information you need to verify - **if seeking evaluative information contact the supervisor directly:*

Comments:

Requestor Name

Company Name

Phone Number

Fax Number