

PAST EMPLOYMENT VERIFICATION

TO: _____
Name Title Address

I am requesting verification of past employment. You are authorized to provide pertinent information to Motlow State Community College for the purpose of establishing credit for previous experience.

SIGNATURE _____ Date _____

EMPLOYMENT DATA:

_____ was employed by _____
Employee Employer

_____ for the period of time from: _____
Employer's address Month/Year

to: _____ in the position _____
Month/Year Title

Primary responsibilities were _____

Additional comments: _____

RESPONDING AGENT:

NAME _____ TITLE _____

ADDRESS _____
Street City State Zip code

SIGNATURE _____ DATE _____