Employment Verification

The individual named below has reported that he/she is employed with your organization. It is necessary that we obtain verification of current employment status. Please complete the following and return a copy to our office. **Fax: 941-315-2675**

Employee Release of Information:

Employee Name: _____ Last 4 SSN: _____

I hereby authorize my employer to release the following information to CareerSource Suncoast.

Employee Signature: _____

Employment Information:

Employer Name: _____ Employer Phone: _____

Employer Address:

Street: _____ City: _____ State: _____ Zip Code:_____

Employee Job Title: _____ ☐ Start **OR** ☐ Hire Date: _____

☐ Rate of Pay (per hour): $ _____ **OR** ☐ Salary Wage: $ _____

Pay/Salary Frequency:

☐ Hours ☐ Days *If Checked Hours or Days answer these questions:

Hours worked per week: _____ Days worked per week: _____

☐ Week ☐ Month ☐ Year ☐ Quarter ☐ Bi-Weekly ☐ Semi-monthly

Does employee qualify for benefits? ☐ Yes ☐ No

Record of Pay Received (If Applicable)

Date Pay Period Ends	Date of Pay	Gross Earnings	Number of Hours Worked	Tips	Net Pay

This information is provided by an authorized representative of this employer

Printed Name: _____ Title: _____ Date: _____

Signature: _____ Email Address: _____

CareerSource Suncoast Use Only (i.e. phone validation)

If the above employment information was obtained by CareerSource Suncoast Staff, then the information below is required.

Person Contacted: _____ Job Title / Function: _____

Contact Information (phone number, email address): _____

Date: _____ CSS Staff Printed Name: _____

☐ I have entered a complete **case note** outlining the employment begin date, position, wage, hours to be worked per week, phone number of employer, person spoke with, and other pertinent information.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.