

## Trinity Valley Community College Verification of Previous Employment

<b>To:</b>	
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Trinity Valley Community College is considering the employment of the below named individual. This person is being considered for an instructional position or a related type of position. The regulating agencies for Texas colleges require the verification of work experience within the instructional field.

Your assistance with this verification is appreciated. Please complete the information below and return this form to: **Human Resources, Trinity Valley Community College, 100 Cardinal Drive, Athens, TX 75751.**

**To Be Completed by Prospective TVCC Employee:**

*(1) Person reporting work experience associated with the above named organization.*

Last Name:	First Name:	M.I.
Address:		City:
State:		Zip:
Telephone Number:		

*(2) Dates of Work Experience:*

Start Date:	End Date:
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*(3) Job Position/Title:*

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*(4) Briefly describe the type of work experience performed. Include duties and include job description, if available.*

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**EMPLOYMENT VERIFICATION (COMPLETED BY EMPLOYER)**

<input type="checkbox"/> I verify that the above named individual worked with or for our organization within the "type of work experience" field stated above.	
<input type="checkbox"/> I attest that the work dates listed are accurately represented.	
Verification Signature:	Date:
Printed Name:	Printed Job Title/Role:
Organization Name:	Organization Telephone Number:
Organization Address:	