**Employment History Verification Form**

**Purpose:** This form is used to verify the employment history of a candidate/applicant. It should be completed by previous employers or references and returned to the requesting HR department.

**Section A – Candidate Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | John Michael Smith | Date of Birth | 15/03/1990 |
| Position Applied For | Marketing Manager | Candidate ID (if any) | EMP-2025-102 |
| Candidate Contact | john.smith@email.com / +1 555-123-4567 | | |

**Section B – Previous Employment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer / Company Name | ABC Marketing Solutions | Employer Address | 123 Business Street, New York, NY |
| HR / Contact Person Name | Sarah Johnson | HR Contact Number | +1 555-987-6543 |
| HR Email | hr@abcmarketing.com | Job Title / Designation | Marketing Executive |
| Department | Marketing | Employment Start Date | 01/06/2018 |
| Employment End Date | 31/12/2022 | Employment Type | Full-time / Part-time / Contract |
| Last Drawn Salary | $60,000/year | Reason for Leaving | Career Advancement |

**Section C – Verification Questions**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response** | **Comments / Notes** |
| Was the employee’s employment period accurate? | Yes / No | Confirmed dates match records |
| Was the employee’s job title as stated? | Yes / No |  |
| Were there any disciplinary issues? | Yes / No | If yes, describe briefly |
| Was the employee’s performance satisfactory? | Yes / No | Optional rating: Excellent / Good / Average / Poor |
| Is the employee eligible for rehire? | Yes / No |  |

**Section D – Declaration by Verifier**

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Verifier | Sarah Johnson | Designation | HR Manager |
| Contact Number | +1 555-987-6543 | Email | hr@abcmarketing.com |
| Signature |  | Date | 15/11/2025 |

**Section E – HR Notes (Internal Use)**

* Verification completed on:
* Verified by (HR Officer Name):
* Remarks / Follow-up Required:

✅ **Tips for Use:**

1. Can be sent digitally to previous employers via email or uploaded as a fillable PDF.
2. Include a **consent form signed by the candidate** before contacting previous employers.
3. Optional: Add a **checklist for attachments** such as offer letters, pay slips, or resignation acceptance.