**Verification of Employment Policy**

Prospective employers, financial institutions and residential property managers routinely contact employers, including [Company Name], for information on a former or current employee’s work history and salary.

All such requests of this type should be referred to and handled by the human resource (HR) department. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee’s signed authorization to release such information.

A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party. Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be limited to confirming information stated by the external party.