

Telephone Verification of Current/Previous Employment For Graduate Student Positions

Note: Verification of only one previous employer is required for graduate students.

All finalist candidates recommended for employment with Southeastern must have their references checked. It is the responsibility of the Department/Budget Unit Head to check personal references related to skills, abilities, and work ethics prior to recommending a candidate for employment. A sample Reference Check Form is included in the list of graduate forms. It is the responsibility of the Human Resources Office to verify previous employment and to request a criminal background check and motor vehicle driving records, if applicable, upon receiving the recommendation for employment.

Applicants Name: _____

Job Title and Department of Position Applied for: _____ / _____

_____ Name and Job Title of Contact Person at Previous Employment	_____ Telephone Number	
_____ Company/Employer Name	_____ Address of Employer	
_____ Applicant's Job Title at Previous Employment	_____ To _____ Dates of Employment	_____ Yes _____ No Eligible for Rehire
Do You Recommend for Southeastern Position _____ Yes _____ No		
Comments: _____ _____		

Hiring Department:

_____ Hiring Department Contact Person	_____ Telephone Number	_____ Fax Number
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Signature of Southeastern HR Staff Member who performed the Telephone Verification of Employment:

_____ Southeastern Staff Member	_____ Job Title	_____ Date
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Human Resource Office Only:

Recommended Candidate Criminal Background Check and MVR, if applicable, completed by:

_____ Name	_____ Date
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