

**Verification of 3-Letters  
of Recommendation**

**Applicant's Name:** \_\_\_\_\_ **EMPLID:** W

**Job Title of Position Applied For:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Letter #1**

(1) From: \_\_\_\_\_ (2) Address: \_\_\_\_\_  
(3) Telephone #: \_\_\_\_\_ (4) Relationship to Applicant: \_\_\_\_\_  
(Ex: co-worker, supervisor, colleague, friend)

**Letter #2**

(1) From: \_\_\_\_\_ (2) Address: \_\_\_\_\_  
(3) Telephone #: \_\_\_\_\_ (4) Relationship to Applicant: \_\_\_\_\_  
(Ex: co-worker, supervisor, colleague, friend)

**Letter #3**

(1) From: \_\_\_\_\_ (2) Address: \_\_\_\_\_  
(3) Telephone #: \_\_\_\_\_ (4) Relationship to Applicant: \_\_\_\_\_  
(Ex: co-worker, supervisor, colleague, friend)

**Note: This form must be completed and sent to the Human Resources Office with the Hire Packet of Forms.**

**This certifies that I spoke to the individuals listed above and he/she confirmed that they did write and send the letter of recommendation.**

\_\_\_\_\_  
Signature of SLU Staff who Verified the 3-Letters of Reference

\_\_\_\_\_  
Date