

Employment Verification Request Form



The Work Number is a user-paid verification of employment database that allows requestors to receive immediate confirmation of an individual's employment and salary for verification purposes. This database grants Service, Federal and Government Agencies access an online database of more than 200 million payroll records to assist in determining eligibility for government assistance programs.

We are committed to protecting the security of your information. When retrieving employment records, our office ensures that at no time, will your personal information be disclosed to any nonaffiliated party or individual not currently listed on your case for services.

The following are permissible purposes for retrieving employment verifications:

- Employee's eligibility for a benefit granted by a governmental agency; - we are required by law to consider the employee's financial responsibility or status
- Employee has issued me written instruction to obtain this information I am obtaining this verification in accordance with the written instructions of the consumer to whom the verification relates.

I hereby authorize the Early Learning Coalition of Alachua County to retrieve my employment information. Additionally, I release the Early Learning Coalition from all liability associated with this request.

Employer Name

Employee Social Security Number

Name of Employee

Signature of Employee

Date