Verification of Employment

For each **work experience** that is considered **extraordinary** and is being used to justify hiring above the minimum of the pay range [6.5(g)], verification must be made by contacting the employer to confirm the applicant's employment.

Name of Employer	_____ (***Employer Name***)
Name and title of the individual confirming the information on the applicant's employment application	_____ _____ (***Name***) (***Title***)
Applicant's dates of employment	_____ = _____ (***From***) (***To***)
Job title held by the applicant	_____ (***Job Title***)
Specific work experience which the employer confirmed that the applicant had obtained	
Name and title of the DOA representative who verified the applicant's qualifications	_____ _____ (***Print Name***) / (***Signature***) (***Title***)
Date and time the qualifications were verified by the DOA representative	_____ _____ (***Date***) (***Time***)

Name of Employer	_____ (***Employer Name***)
Name and title of the individual confirming the information on the applicant's employment application	_____ _____ (***Name***) (***Title***)
Applicant's dates of employment	_____ = _____ (***From***) (***To***)
Job title held by the applicant	_____ (***Job Title***)
Specific work experience which the employer confirmed that the applicant had obtained	
Name and title of the DOA representative who verified the applicant's qualifications	_____ _____ (***Print Name***) / (***Signature***) (***Title***)
Date and time the qualifications were verified by the DOA representative	_____ _____ (***Date***) (***Time***)