



Employee Systems and Services
PeopleLink Service Center
105 E. 17th St., 1st Floor
New York, NY 10003

Phone: 212-992-LINK (5465)
Fax: 212-995-4333
Email: askpeoplelink@nyu.edu
Website: www.nyu.edu/peoplelink

Employee Request for Verification of Employment

Date:

To: Employee Systems and Services

Please respond to a request to verify my employment.

The request is attached or was mailed to you.

OR

Please prepare a letter verifying the information checked below.

To:

For what purpose:

Verify the following information (check all that applies):

DATES OF EMPLOYMENT

HOUSING AUTHORITY FORM

SALARY

POSITION TITLE

HOME ADDRESS

SEE ATTACHED

OTHER

Authorization and Release:

I authorize the University to provide the above information for the above-mentioned purpose to the recipient listed above. I hereby release New York University and any agents thereof from any liability or damages incurred in connection with the provision of the above-mentioned information.

Print Name:

ServiceLink Case #:

Signature:

Date:

NYU ID#:

Ext. or Cell #:

In order to process this information as a service to you, please sign and date this form in the space provided and return to NYU PeopleLink (see above for contact information).

Please be advised that no information will be released in response to this request without this completed and signed form.