# Employment Verification Form

**CSU Channel Islands/University Auxiliary Services**

## Employment Verification Form

<table>
<thead>
<tr>
<th>Section I &amp; II - To Be Completed by Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION I</strong></td>
</tr>
<tr>
<td>Date: ___________________________</td>
</tr>
<tr>
<td>Unit #: ___________________________</td>
</tr>
<tr>
<td>Employee Name: ___________________________</td>
</tr>
<tr>
<td>Campus/Employee ID #: ____________________</td>
</tr>
<tr>
<td>Email address: ___________________________</td>
</tr>
<tr>
<td>Phone #: ________________________________</td>
</tr>
</tbody>
</table>

*I hereby authorize the release of my employment information.*

_________________________     _____________  
Signature of Employee       Date

<table>
<thead>
<tr>
<th>Section II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select your employer and send form via fax or email listed below:</td>
</tr>
<tr>
<td>□ CSU Channel Islands Employee</td>
</tr>
<tr>
<td>- Fax to: 805/437-8491</td>
</tr>
<tr>
<td>- Email to <a href="mailto:HRServices@csuci.edu">HRServices@csuci.edu</a></td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>□ University Auxiliary Services Employee</td>
</tr>
<tr>
<td>- Fax to: 805/437-2054</td>
</tr>
<tr>
<td>- Email to <a href="mailto:Michele.naveau@csuci.edu">Michele.naveau@csuci.edu</a></td>
</tr>
</tbody>
</table>

Employer:  
Email completed form to the leasing office at uga@esring.com and a copy to the employee.

<table>
<thead>
<tr>
<th>Section III – To Be Completed by Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT INFORMATION</strong></td>
</tr>
<tr>
<td>Employee Name: ___________________________</td>
</tr>
<tr>
<td>Job Title: _______________________________</td>
</tr>
<tr>
<td>□ Current Employee</td>
</tr>
<tr>
<td>□ Future Hire Date: ______________________</td>
</tr>
</tbody>
</table>

Eligible for Housing Program?  
□ Yes    □ No

<table>
<thead>
<tr>
<th>Section IV – Verifying Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Signature:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Printed Name:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>