

**Human Resources Department**

**Request for Employment Verification Letter**

---

(IN ACCORDANCE WITH LEGISLATION AS SET OUT IN THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1987)

I, \_\_\_\_\_, authorize the Human Resources Department  
(please print name in full)

to disclose the personal information listed below to:

---

(please specify company name, location and contact name)

**Please indicate the information required for Employment Verification Letter:**

Employment Status (contract/permanent)	Position Title	Salary	Hire Date
---	----------------	--------	-----------

Other: \_\_\_\_\_

---

**Letter Delivery Options:**

Send via email

Hold for Pickup at Human Resources; 2nd floor Campus Corners

**NOTE: Standard employment verification letters will be prepared within five working days of the request.**

**Consent for Release of Employment Information**

**I hereby authorize Ontario Tech University to release the above noted**

**employment information: Employee Signature:**

\_\_\_\_\_

Banner ID: \_\_\_\_\_

Date: \_\_\_\_\_