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| --- | --- |
| **To:** | Metropolitan State University of Denver - Office of Human Resources |
| **From:** |  |
| **90\_#:** |  |
| **Date:** |  |
| **RE:** | Verification of Student Employment |

Please provide verification of my student employment at MSU Denver. I need to have the following information sent at your earliest convenience: (Check all boxes that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dates of Employment | |  |
|  | Gross earnings for the year/s of: | |  | |
|  |  | |  | |
|  | Gross earnings for the month of: | |  | |
|  |  | |  |
|  | Hourly wage | |  |
|  |  | |  |
|  | Departments employed in | |  |
|  |  | |  |
|  | Other: |  | | | |
|  |  |  | | | |
|  |  |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Please fax the requested information – Attention to: | | | |  | |
|  | | Fax Number: | | | |  | |
|  | |  | | | | |  | |
|  | | Please send (via mail) the requested information to: | | | | |  | |
|  | | |  | | | | |
|  | | |  | | | | |
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|  | |  | | | | |  | |
|  | | Both fax and mail | | | | |  | |
|  | |  | | | | |  | |
| If you have any questions about my request, you may contact me at: | | | | |  | | |
|  | |  | | | | |  | |
| **I UNDERSTAND THAT IT MAY TAKE UP TO THREE BUSINESS DAYS TO FULFILL THIS REQUEST. Signing this form authorizes MSU Denver to release my employment/ personnel information to the recipient indicated.** | | | | | | | | |
|  | |  | | | | |  | |
|  |  | | |  | | | |
|  | | **SIGNATURE** | | | | | **DATE** | |

**Please email it to the Office of Human Resources at** [**humanresources@msudenver.edu**](mailto:humanresources@msudenver.edu)