



NEW YORK UNIVERSITY

Human Resources Division
PeopleLink Service Center
105 E. 17th St., 1st Floor
New York, NY 10003
Phone: 212-992-LINK (5465) / Fax: 212-995-4333
E-mail: askpeoplelink@nyu.edu
Website: www.nyu.edu/peoplelink

Employee Request for Verification of Employment

Date:

To: HR Applications & 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

The University has my consent to submit the above 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 without this form.