



3333 University Way  
Prince George, BC  
V2N 4Z9  
Ph: 250-960-5521  
Fx: 250-960-5695

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

**EMPLOYMENT VERIFICATION**

Name of Employee (in full): \_\_\_\_\_

I have made an application for Credit to: \_\_\_\_\_  
(Insert Name of Lender (ie. Bank, Trust Company, etc...))

Please forward confirmation of my employment at UNBC via **(please check one)**:

- email (Name & Address): \_\_\_\_\_
- phone call (Name & Phone Number): \_\_\_\_\_
- mail (Name & Address): \_\_\_\_\_
- employee will pick up and deliver

\_\_\_\_\_  
Signature of Employee

**EMPLOYER'S VERIFICATION**

The following is furnished to you in strict confidence for the purpose of considering a credit application and at the request of the employee named above.

Present Position: \_\_\_\_\_

Status: \_\_\_\_\_

Length of Time Employed or Start Date: \_\_\_\_\_

Present Annual Salary: \_\_\_\_\_

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

Human Resources Representative:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date