



Verification of Employment

Employer Form

Instructions:

Complete this form or submit the information requested in writing on your workplace or organization's letterhead. The employee's immediate supervisor must provide the information.

Red River College Polytechnic is seeking verification of employment for:

_____ (Employee's Name)

_____ (Position Title/Role)

To be Completed by the Employer/Supervisor:

Employer/Supervisors Name: _____

Workplace/Organization: _____

Title: _____ Phone Number: _____

Workplace Email: _____

Mailing Address: _____

Number of years supervised this employee: _____

Employment Duties and Details:

Please provide details about the employees' daily tasks and duties.

Please Attach:

- A job description for this position (if available)

Acknowledgement:

- I declare the above to be true and accurate to the best of my knowledge.

Print Name: _____

Signature: _____

Date: _____

Submit this form to:

Academic Advisor RPL
Student Support Services
RRC Polytech
D101B-2055 Notre Dame Ave.
Winnipeg, MB R3H 0J9
rpladvisor@rrc.ca
1(204)632-3094