

Staff Applicant Eligibility Certification

Applicant Name: _____
Position Title: _____
Position Number: _____

Minimum
Qualifications:
(Cut and paste minimum
qualifications from job
posting.)

Instructions

The completion of this document is a crucial component of the pre-employment process. This document serves as a formal record of the University's due diligence in the hiring process and commitment to hiring the most qualified candidates based on relevant education and experience. This document is an essential requirement for a new hire's personnel file.

University personnel completing this document must confirm that the applicant meets the required number of years of experience for the specific position classification and position qualifications on the job posting.

Required Data Points

For each employer contacted, verify and document the following:

- Employer Name and Location (City/State)
- Position Title, Employment Dates, and a Brief Description of Duties
- Name and Title of the person you contacted for the information
- Date the verification was completed.

Note: Human Resources will manage the collection of official transcripts or education credentials when required for the position or used to satisfy experience requirements.

If you have issues or questions regarding this document, email jobs@uwf.edu or phone 850.474.2694.

Experience

Must certify the required number of years of experience to meet the position's minimum qualifications.

Employer Name: _____
City, State: _____
Position Title: _____
Employment Dates: _____

Brief Description
of Job Duties:

Contact Name/Title: _____
Contact Date: _____

Experience (Continued)

Employer Name: _____
City, State: _____
Position Title: _____
Employment Dates: _____

Brief Description
of Job Duties:

Contact Name/Title: _____
Contact Date: _____

Employer Name: _____
City, State: _____
Position Title: _____
Employment Dates: _____

Brief Description
of Job Duties:

Contact Name/Title: _____
Contact Date: _____

Certification

By signing this document, I certify that via direct contact with the previous employers provided in the applicant materials, the accuracy of the candidate's stated employment experience and work history has been verified.

Signature

Date

Print Name