United States University Career Services
careerservices@usuniversity.edu
www.usuniversity.edu/career-services

EMPLOYMENT VERIFICATION RELEASE FORM

Print Name:

Previous Name (if applicable):

Date of Birth: Last 4 digitals of SS#:   XXX-XX-

Email: Phone #:

Employer Name:

Employer Email:

United States University is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. In part, the University is required to make reasonable attempts to collect and report placement/employer information from its students to BPPE annually and publicly disclose to the general public.

- ☑ I permit United States University Career Services to send a placement verification form to my present and/or future employer(s).

- ☑ I permit my present and/or future employer(s) to release the information requested on the form. I understand that all information released will be treated with strict confidentiality as required by federal or other regulatory body privacy laws.

- ☑ I understand that in limited instances my social security number may be released for the sole purpose of verification identification and will be treated in a confidential manner.

- ☑ I permit the United States University Career Services to send, at its discretion, copies of my resume/curricula vitae to persons, agencies or organizations advertising or anticipating employment opportunities relevant to my career objective and/or qualifications.

- ☑ I acknowledge that if I chose not to have my resume/curricula vitae shared for potential employment opportunities I can contact USU Career Services to remove me from any listing.

By signing this form, you agree to the above statements and hereby give consent to your present or future employer(s) for the release of information for the purposes of employment verification.

SIGNATURE: **DATE:**

Please complete this form and return
via email to: *careerservices@usuniversity.edu*

For questions regarding this form, please contact Career Services at United States University at careerservices@usuniversity.edu or (619)-631-4843.