



Maryville College Student Employment Verification Release Form

Student Name: _____ Student ID #: _____

I authorize the Maryville College Human Resources Office to verify my student employment to:

Future places of employment

Lending Institutions

The following information may be included in the verification (mark all that apply):

Job title

Duration of employment

Actual years/months worked at MC as a student employee

Department/Division where employed

Wage/Salary information

Other: _____

Student Signature

Date

This form is provided to assist you in the permission process for student employment verifications. This form has been drafted using the sample provided by the American Association of Collegiate Registrars and Admission Officers (AACRAO) and complies with the Family Educational Rights and Privacy Act (FERPA) which requires written permission before releasing student information to a third party.

It is recommended that this release be kept on file for at least one year. If you have questions concerning the confidentiality and release of student information, please contact the Registrar's Office at (865)981-8212 or by email at registrar@maryvillecollege.edu. If you wish revoke this release, please contact the Maryville College Human Resources Office at (865)981-8308, or by email at employment@maryvillecollege.edu.