

## Practical Nursing Program Employee Verification Form Applicant

### Information: Completed by Student

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Employment Verification: Completed by Employer

This section is to be completed by the applicant's current or former employer to verify that the applicant has at least one year of verifiable Healthcare Work Experience within the last two (2) years. If more than one employer within a year, add additional forms accordingly.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employment Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employment End Date (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Total Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Employment Status (Check One):  Full-Time  Part-Time  PRN/As-Needed  
Facility Name: \_\_\_\_\_  
Facility Address: \_\_\_\_\_  
Facility Type: (Hospital, Clinic, EMS Service, Surgical Center, etc.) \_\_\_\_\_  
Supervisor/Manager Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Employer Verification Statement:

I certify that the above-named employee has worked verifiable Healthcare Work Experience within the last two (2) years and has demonstrated competency in their duties.

Employer/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Thank you for your cooperation in verifying the applicant's experience!

---

#### For Gwinnett Technical College Use Only:

Verified by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Submission Instructions for Student:

Please return this completed form via email before the Practical Nursing Deadline of July 25th to the email address of [NursingDivisionSupport@GwinnettTech.edu](mailto:NursingDivisionSupport@GwinnettTech.edu). All submitted forms will be verified by GTC staff to ensure the accuracy of the information provided.

**Important Notes:** Failure to submit this form by the July 25th deadline may reduce your overall points. Incomplete forms will result in points not being awarded: To receive additional points, the form must be completed and resubmitted before the July 25th deadline.