



**Employment Verification Form**

FIU’s Chaplin School of Hospitality & Tourism Management program requires all students to document and fulfill a minimum of 1,000 hospitality industry related work experience. Please complete this form for documentation and **attach a business card.**

Please note the following:

- Students who have completed their hours outside the United States, must have their hours documented by their previous employer via an official company letterhead with the supervisors’ name and contact information, company logo and attach a business card.
- Students may also submit employment verification documentation via a company letterhead with company logo, supervisor’s name and contact information in the event that they are unable to have the employment verification form signed.

Student’s Name: \_\_\_\_\_

Panther ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company’s Address: \_\_\_\_\_

\_\_\_\_\_  
 (City) (State) (Zip)

Phone Number: \_\_\_\_\_

Employment Dates: FROM: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TO: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_

**Supervisor’s Verifying Information**

I hereby certify the above stated information is accurate and provided a business card to be attached

\_\_\_\_\_  
 (Supervisor Name Printed)

Title: \_\_\_\_\_

\_\_\_\_\_  
 (Supervisor’s Signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_