



Placement Verification Form

Dear Human Resources/ Talent Acquisition Specialist, the individual listed below is a new employee in your organization and I would like to verify their employment with you. The individual listed below has signed a release of information authorization for Capital IDEA to collect this information and that document is included with this form. Please complete and return this form to the individual listed at the bottom of the page.

Contact Information

Name (First, Last): _____

Job Title _____

Employment Start Date _____

Name of Employer _____

Location/Branch _____

Address of Employer

Street Address or P.O. Box _____

City, State, Zip Code _____

Telephone Number _____

Human Resources Information

HR Contact Name _____

HR Phone
Number _____

HR Fax Number _____

HR Email
Address _____

Departmental Information

Department Name _____
Supervisor's Name _____
Supervisor's Telephone _____
Supervisor's Fax Number _____
Supervisor's Email _____

Benefit Information

Does this Job Include Benefits? _____

Employees Work Information

Work Status Full Time _____ Part Time _____

Work Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Starting Wage _____ /hr _____

Created through the efforts of Austin Interfaith and the Central Texas business community, Capital IDEA funds qualified participants' tuition, books and childcare and works with them to find employment with good salaries, benefits and opportunity for career growth. Capital IDEA works with workforce partners to identify new career-driven curriculum needed to properly educate the next generation of workers. If you and your organization would like to participate in this effort please feel free to contact me at the number listed below.

Capital IDEA Contact Information

Ron Modesty
Sr. Employer Coordinator
Capital IDEA
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Fax (512) 828-6111
Rmodesty@capitalidea.org