

Employment Verification Form

Section I: Applicant Information

Applicant Name:

Section II: Supervisor Information

Supervisor Name: Organization/Dept: Position Title:

Address: City: Province:

Postal Code: Area Code + Phone Number: Email Address:

Section III: Applicant Employment Information & Supervisor Confirmation *(to be completed by Supervisor)*



I confirm that I am/was the direct supervisor, manager, and/or employer of

(enter applicant's name)

Position Title	Northern Ontario Community Name	Postal Code	Year (January to December)	# total hours	Capacity/Type of Service
Administrative Assistant	Sudbury	P3E 2C6	2020	800	Administrative duties, event planning, liaise with organizations within Sudbury
Administrative Assistant	Thunder Bay	P7B 5E1	2020	500	Administrative duties, event planning, liaise with organizations within Thunder Bay
Administrative Assistant	Sudbury	P3E 2C6	2021	1450	Administrative duties, event planning, liaise with organizations within Sudbury
Administrative Assistant	Sudbury	P3E 2C6	2022	700	Administrative duties, event planning, liaise with organizations within Sudbury
Administrative Assistant	Sudbury	P3E 2C6	2022	600	Administrative duties, event planning, liaise with organizations within Sudbury

Please list each community on a separate line. Multiple entries per year are acceptable.

Supervisor Signature:

We will only accept verified digital or handwritten signature