

Applicant Name: _____
Application Address: _____

To Whom It May Concern:

The above named individual(s) are attempting to gain residency in our community. As part of our application process, we need to verify present and previous employment.

You and/or your company have been listed as either a present and/or previous employer. Would you please complete the lower portion of this notice and fax it to our office at your earliest convenience. Thank you for your prompt attention and consideration.

Attn: Heather
Glasgow Court Management Team
FAX – (302) 834-1687

Employee Name: _____

Employment Status: _____

Work Hours: _____

Rate of Pay: _____

Start Date: _____

Termination Date
(if applicable) _____

Additional Comments: _____

Completed By: _____
Position: _____