

## Previous OU Employment Verification

Current or previous employees should complete this form to verify **previous** employment with the University of Oklahoma. Proof of **current** OU employment or income can be confirmed online at any time here:

<http://hr.ou.edu/Verify-OU-Employment-Income/>.

**Check one:**

- Current OU Employee - *Previous employment credit can be used in determining retirement benefits and recognition for years of service and awards.*
- Past OU Employee

**Provide the following information. Your request cannot be fulfilled if this section is incomplete.**

**ALL Names Used at OU (i.e. maiden, prior marriages, nicknames, etc.):**

**Please enter one of the following:**

EMPL ID Number (current/returning employees): \_\_\_\_\_

OU ID Number (found on your OU ID Card): \_\_\_\_\_

SSN (if last employment was before 2000): \_\_\_\_\_

**Dates Previously Employed:** \_\_\_\_\_ to \_\_\_\_\_  
 Norman  HSC  Tulsa (month/year) (month/year)

**Dates Previously Employed:** \_\_\_\_\_ to \_\_\_\_\_  
 Norman  HSC  Tulsa (month/year) (month/year)

**Dates Previously Employed:** \_\_\_\_\_ to \_\_\_\_\_  
 Norman  HSC  Tulsa (month/year) (month/year)

**Current Contact Information:**

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Office Use Only**

Dates of Employment	Title
_____ to _____	_____
_____ to _____	_____
_____ to _____	_____
_____ to _____	_____
_____ to _____	_____

Total previous employment: \_\_\_\_\_

Date PS Updated: \_\_\_\_\_ HR Rep \_\_\_\_\_