



# Cleveland State COMMUNITY COLLEGE

Attn: Admissions  
PO Box 3570 • Cleveland, TN 37320  
Phone: (423) 473-2280  
admissions@clevelandstatecc.edu

## Employment Verification

Name \_\_\_\_\_  
*Last* *First* *Middle*

Student ID#: \_\_\_\_\_ Term of Admission: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Employer:

The above named student has applied for admission to Cleveland State Community College. It is necessary to verify this student's employment in order to confirm in-state or out-of-state status. **The form must be sealed and mailed directly to our office by you, the employer**

Your assistance in this matter is appreciated,

Cleveland State Community College  
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PO Box 3570  
Cleveland, TN 37320

### TO BE COMPLETED BY EMPLOYER

Name and Address of Company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee's Name: \_\_\_\_\_  
*Last* *First* *Middle*

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_ Employment is:  Full-time  Part-time: hours/week \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Company Official: \_\_\_\_\_ Phone: \_\_\_\_\_