



Western Nevada Title Company Employment Verification Form

From: Western Nevada Title Company

This form is to be used by employers and authorized third parties requesting verification of employment (VOE) for current or past employees of Western Nevada Title Company. Please note that due to Federal and State privacy laws we require proof of written authorization from the employee (or past employee) before disclosure. **All applicable fields must be filled in.** Any application not filled out in its entirety will be sent back for completion.

Requesting Party Information

Company Name:

Company Address:

Company Phone Number:

Company Email:

Company Website:

Representatives Full Name or Identification Number:

Representatives Title or Position:

Representatives Phone Number (ext.):

Representatives Email:

On Behalf of (for 3rd party requests): if you are a third-party employment verifier, please check this box

Official State and Federal Agencies

You must provide the governing law and authority when submitting requests, along with a point of contact. Please attach any official forms with a signature and date of authorization, along with this form filled out in its entirety. Any form requested to be filled out is required to have a signature of authorization & date. Any forms without these required items will be returned with a request for proof of authorization. **If sending a request via email it must come from an official state or government email address.**

Governing Law Reference and Authority _____

Employee (or past employee) Information (This section must be filled out completely)

Employee Full Legal Name:

Claimed Employment Title or Position:

Dates of Employment provided by employee:

Last 4 of SSN:

Signature of Authority: _____
(Employee Signature)

Information being Requested

Current Employment Verification: Confirm if the employee is currently employed at Western Nevada Title Company.

Past Employment Verification: Confirm the employee's employment dates, position title(s), and last day of employment with Western Nevada Title Company.

Employment Status: Confirm the employee's status: Rehire-able, Non-re-hirable, Mutual Agreement, Resigned, Layoff, Terminated or another Adverse Action.

***Please note that Western Nevada Title Company does not provide any further employment information other than the above listed unless required by law.**

Authorization Required from Potential Employer

Please attach a signed authorization form from the employee providing authorization of disclosure for VOE.

Third-Party Authorization

If the request is submitted by a third party on behalf of the employee, a signed authorization from the employee and a copy of the third-party's authorization to act on their behalf must be attached.

Nevada Law

Western Nevada Title Company adheres to all applicable Federal and State of Nevada Labor and Privacy laws regarding employee privacy and record keeping.

Returning the Form:

Please return this completed form with any required attachments to

Email: information@wntco.com

Response Timeline:

Western Nevada Title Company will strive to respond to your request within 10 business days. Please note that processing requests with employee authorization may take additional time and will depend on verification of authorization.

Thank you for your cooperation

References

NRS 603A

NRS 613

5 USC 552a

29 C.F.R. 1611