

State of Utah GOED Talent Development Loan Incentive Program

**UTAH STATE UNIVERSITY EMPLOYMENT VERIFICATION FORM**

This form is used to verify employment for loan forgiveness purposes of the State of Utah GOED Talent Development Loan Incentive Program of a former USU student who was involved with this loan program at USU. The employee will fill out Part A. Please have Human Resources or an HR Representative fill out Part B. Then return this form to USU using the contact information provided at the bottom of this form.

**PART A**

EMPLOYEE NAME (FIRST/LAST)	USU A-NUMBER
HOME ADDRESS	EMAIL
PHONE NUMBER (HOME/MOBILE)	USU GRADUATION DATE

**PART B**

EMPLOYEE'S POSITION/JOB TITLE	STATUS Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	COMPANY NAME
POSITION START-DATE	CURRENT DATE	COMPANY ADDRESS
PLEASE PROVIDE A BRIEF DESCRIPTION OF EMPLOYEE'S RESPONSIBILITIES/DUTIES		

HUMAN RESOURCE REPRESENTATIVE NAME	HR REPRESENTATIVE SIGNATURE
DATE	CONTACT PHONE/EMAIL

PLEASE RETURN THIS FORM VIA EMAIL TO: [SCHOLARSHIPS@USU.EDU](mailto:SCHOLARSHIPS@USU.EDU)