



St. Thomas: 1834 Kongens Gade, Charlotte Amalie
St. Thomas, U.S. Virgin Islands 00802-6746
Tel: (340) 774-0100 Fax: (340) 774-2915

St. Croix: 2133 Hospital Street, Christiansted
St. Croix, U.S. Virgin Islands 00820-4665
Tel: (340) 773-1095 Fax: (340) 778-8995

Nicole Jacobs, IPMA-SCP, SHRM-SCP
Director

JOB VERIFICATION REQUEST FORM

Please **completely** fill in **ALL** sections below

NOTE: There is a 24 hour processing period on all job verification

EMPLOYEE INFORMATION:

Name: _____ Employee Number: _____
Telephone Number: _____
Job Title: _____
School/Activity Center: _____

THIS LETTER IS BEING DONE FOR:

- First Express SNAP Program V.I. Housing Authority
- Federal Credit Union (Circle one): Mid-Island Frederiksted Christiansted
- G.E.R.S Other: _____

Address: _____

OTHER INFORMATION:

Pick up Person (if other than the employee): _____

Is a NOPA needed? Yes No

Employee Signature: _____ Date: _____