

Employment Verification Form

Dear Human Resources Director,

The below named individual is applying for admission to the Bachelors/Masters of Science in Nursing program at SUNY Polytechnic Institute. Verification of work experience as a professional registered nurse is a requirement. Please record below the accumulated number of hours the applicant has worked with your organization as a registered nurse. Verify this information by signing, and return the completed form to the Undergraduate Admissions Office.

Submission Options:

Mail: SUNY Polytechnic Institute • Undergraduate Admissions Office • 100 Seymour Road • Utica, NY 13502
Fax: 315-792-7837 • **Scan/E-mail:** admissions@sunypoly.edu

Thank you for your assistance.

Applicant Information

Name of Applicant

Employment Information

Name of Organization

Address of Organization

Number of hours employee has worked as a registered nurse

Dates of employment

Verified by

Print Name _____

Title _____

Signature _____ *Date* _____

Phone _____ *E-mail* _____

Note to Applicant: Making a false statement or misrepresentation of this form is considered a breach in the SUNY Polytechnic Institute Academic Integrity Policy as outlined in the student handbook.