Student Success and Well-Being

Verification of Hours Worked

UCF Human Resources requires the hours worked per week to ensure it can complete an accurate compensation analysis. Unfortunately, our applicant tracking system does not have a section to list hours worked. Please complete this form as part of the application process. The hours worked per week in each position must be listed as a whole number (not a range or varied). Please list your positions in chronological order (from left to right). Once the form has been completed, please electronically sign and send back to the hiring department via email.

Employer:_____	Employer:_____
Job Title: _____	Job Title: _____
Begin date: _____	Begin date: _____
End date: _____	End date: _____
Hours worked per week: _____	**Hours worked per week:** _____

Employer:_____	Employer:_____
Job Title: _____	Job Title: _____
Begin date: _____	Begin date: _____
End date: _____	End date: _____
Hours worked per week: _____	**Hours worked per week**: _____

Employer:_____	Employer:_____
Job Title: _____	Job Title: _____
Begin date: _____	Begin date: _____
End date: _____	End date: _____
Hours worked per week: _____	**Hours worked per week**: _____

Employer:_____	Employer:_____
Job Title: _____	Job Title: _____
Begin date: _____	Begin date: _____
End date: _____	End date: _____
Hours worked per week: _____	**Hours worked per week:** _____

By signing this form, I certify that all statements below.

1. *None of the experience listed above was part of an educational requirement (i.e. internship/assistantship required for a degree).*

2. *All of the information provided is an accurate listing of my work experience.*

3 *I have listed my positions in chronological order (left to right).*

Signature: