

# INTERNATIONAL SEARCH REQUEST FORM: EMPLOYMENT VERIFICATION

For optional use, this form does not need to be returned to IntelliCorp for submission purposes and is only to gather information for the employer to use during the submission process. **Bold fields are required.**

## Subject Information:

### Full and Precise Name:

\_\_\_\_\_

First Name

Middle Name/Middle Initial

Last Name

**Date of Birth:** \_\_\_\_\_ (MM/DD/YYYY) **Mother's Full Name:** \_\_\_\_\_

**International National ID:** \_\_\_\_\_ **Mother's Maiden Name:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Father's Surname:** \_\_\_\_\_

(Only for US territories (Puerto Rico, Guam, Virgin Islands, Northern Mariana Islands, or American Samoa))

**Passport #:** \_\_\_\_\_ **Birth Place (city and country):** \_\_\_\_\_

## Employer Information: 1 Employer Per Form

**International Country/Location to search:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

(Note: We cannot accept P.O. Boxes)

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Most Recent Job Title:** \_\_\_\_\_

**Employment Start Date:** \_\_\_\_\_ **Employment End Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Employer Website:** \_\_\_\_\_

**Supervisor Name, Phone Number, Email:** \_\_\_\_\_

*Note: Some employers require copy of the candidates Experience Letter, Service Certificate, Pay Slips, Etc. If these are not provided with the submission you may be asked to provide them later.*

A signed Authorization (general release) form is required for each search regardless of country.

