

## **Employment Verification for Cherokee Employees**

If a financial institution, mortgage company, etc., needs to verify a Cherokee employee's employment the following information pertains.

- Employment verifications are filled out by Cherokee HR in Arlington.
- Cherokee HR only accepts verifications in writing on the requesting company's letterhead; no phone verifications will be accepted.
- Cherokee employees must sign a release form from the company requesting the information. No employment verifications needed by outside companies will be completed without this consent.
- The company requesting the verification should fax the information on their company letterhead to Cherokee HR at (703) 415-1450.
- Cherokee HR will mail or fax the verification to the appropriate location.