



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). 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:** _____

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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 on this form are true and complete.

Signature: _____