



# State of Wisconsin Higher Educational Aids Board

P.O. Box 7885  
Madison, WI 53707-7885  
HEABmail@wisconsin.gov

Telephone: (608) 267-2206  
Fax: (608) 267-2808  
https://heab.state.wi.us

**Tony Evers**  
Governor

**Connie Hutchison, PhD**  
Executive Secretary

## EMPLOYMENT VERIFICATION FORM

### Section A: To be completed by Applicant

Name: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

I authorize the above-named employer to provide the information requested in Section B of this form:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section B: To be completed by Employer

The JRJ Student Loan Repayment Program requires information about the applicant's job history and certification of an applicant's employment. Please complete this section of the form and return it to the employee.

Job Title of Employee: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Office Location (city) of Employee: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Applicant's Current Annual Salary: \_\_\_\_\_

Is the applicant employed full-time?

YES  NO

\_\_\_\_\_  
Name of person certifying employment (PLEASE PRINT) Title

I certify that information contained in this form is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Pursuant to program guidelines, qualifying employment includes working as a full-time (at least 30 hours) prosecutor in criminal or juvenile delinquency cases for a state, local or tribal government; or working full-time providing legal representation to indigent persons in criminal or juvenile delinquency cases for a state, local or tribal government, or a non-profit organization operating under a contract with a state or local government, or a full-time federal defender in a defender organization under Subsection (g) of section 3006A of Title 18, U.S. Code, and including full-time employees who supervise, educate or train other persons prosecuting or providing representation as described.