**EDUCATIONAL RECORD CHECK**

[Your Business]  
[Street Address]  
[City, Province and Code]

[Date]

[Reference]

[Educational Institution]  
[Street Address]  
[City, Province and Code]

Re: Reference for [Applicant]

[Identity Number]

[Provide whatever information was supplied by the applicant for identification purposes.]

Dear [Reference]:

The above-named individual has applied for employment with our business and has indicated that he/she attended [obtained a degree / diploma / certificate from] [Reference]. In order to make an informed hiring decision, we need to explore the applicant's educational history and personal qualifications or fitness for employment. A release permitting you to provide the following information has been signed by the applicant, and a copy is attached. Any information that you give will be held in the strictest confidence. Please verify the information supplied by [Applicant] and answer a few questions regarding [Educational Institution]:

Degree received by [Applicant]:        [name degree]

Dates [Applicant] attended [Reference]: [provide dates of attendance]

Is the preceding information correct?          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type and level of institution:                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By whom is your institution accredited? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What types of degrees do you award? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How can we obtain a transcript?          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information furnished by:                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business