



University of
St Andrews

Employment Verification

Document type	Guidance
Scope (applies to)	All staff
Applicability date	04/04/2023
Review / Expiry date	29/04/2026
Approved date	05/04/2023
Approver	Deputy Director
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Employee relations/Contract management
Purpose	Information for individuals requesting an employer verification letter.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Change to HR email address to hr.general. Policy review also completed.	Published	Isla Duncan HR	05/04/2023

1. Guidance

- 1.1 Employees (or ex-employees) must contact the [Human Resources Department](#) if they require an official letter from the University confirming their employment (past or present).
- 1.2 The person must confirm if salary information is to be included in the employment verification letter.
- 1.3 Examples of when an employment verification letter may be required:
- Visa application
 - Travel
 - Mortgage (including Guarantor)
 - Landlord/Letting Agent
 - Setting up a bank account
 - New employment
 - Personal
- 1.4 Some external organisations require direct contact with Human Resources (HR) for employment verification confirmation. In such cases, the HR email address, hr.general@st-andrews.ac.uk can be passed on to the organisation.
- 1.5 **Please Note:** Due to General Data Protection Regulations (GDPR), HR will not issue an employment verification to an external organisation without the relevant prior consent.

2. Version control

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New guidance	Published	Isla Duncan HR	13/04/2021
1.1	Change to HR email address to hr.general. Policy review also completed.	Published	Isla Duncan HR	05/04/2023