



Verification of Employment Process - Trion

Overview & Purpose

Employment verification is the process of confirming an individual's past or current employment status with an employer. This typically involves checking the details of the employment, such as start date, end date, job title, pay rate, and historical earnings.

Employment verification may be requested as part of a background check, a government agency, or by a lender as part of a loan application process. The information is usually obtained from the previous or current employer through phone calls, emails, or verification forms.

Process

All requests for employment verification must be emailed to HR@trionworks.com. **Do not** send it to your Driveline Manager or to Driveline's HR team, as they are unable to provide this information, which will result in a delayed response.

If possible, please ask the person or agency you are working with to send the electronic copy of their form directly to Trion with your authorization for them to complete the form for you.

In the event that there is not an electronic PDF form to submit the employment verification request, please send an email to HR@trionworks.com that includes the following:

- Employee's first and last name
- Driveline Employee ID number
- Employee's email address
- Employee's last four digits of their Social Security Number
- Clear photo or scanned copy of the Verification of Employment Form
- Email or mailing address that the completed form needs to be sent to

The Trion HR team will review the request, fill in the required information, and send the completed form to the requested party.