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# EMPLOYEE EDUCATIONAL CREDENTIALS DATA SHEET

Name of the Employee \_\_\_\_\_ Employee ID# \_\_\_\_\_  
(Last/Middle/First)

Department/Office \_\_\_\_\_ Job Title \_\_\_\_\_  Full-Time  Part-Time

### Educational Credentials\*

List Below All Postsecondary Education Beginning with the Most Recent

Name of the Institution	Location	Major	Degree	Date Received

List Below Any Certificate(s)/License(s) Held

Name of the License/Certificate	Date Received	Expiration Date (if any)	Description

**\* PLEASE PROVIDE HR DEPARTMENT WITH A COPY OF EACH LISTED CREDENTIAL**

### Employment Information

Name of Employer	Title	Nature of Duties	Dates Employed (Start/End)	

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, TO THE BEST OF MY KNOWLEDGE

\_\_\_\_\_  
*Signature of the Employee*

\_\_\_\_\_  
*Date (MM/DD/YYYY)*

**DOWNTOWN BROOKLYN**  
81 Willoughby Street  
Brooklyn, NY 11201  
Tel.: 718 - 522-9073

**MIDTOWN MANHATTAN**  
1293 Broadway/One Herald Center  
New York, NY 10001  
Tel.: 212-672-6450

**NORTH MIAMI BEACH**  
3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel.: 786-279-1740