

Employment Verification

KDI School of Public Policy and Management
263 Namsejong-ro, Sejong-si, 30149, Republic of Korea
Phone: 82-44-550-1281/1220
Website: <http://kdischool.ac.kr/>

If you are currently employed and are applying to the KDI School with the approval of your employer, you should have your employer (or Personnel Department) fill out this form. If available, attach an official document issued by your employer that verifies your employment status.

■ To the Applicant:

Please provide the information requested below. Send this form to your employer early enough to be returned to you in time for the application deadline.

Name of Applicant (Last, First, Middle)

I hereby request the release of an official verification of my employment history and information concerning my current employment status at the organization specified below to the KDI School of Public Policy and Management.

Signature of Applicant: _____ Date: _____

■ Employment Details

Dates Employed year/month – year/month	Name of Department	Position / Title

■ To the Person in Charge of Employee Training/Hiring (Personnel Department):

The above-named person is applying to the KDI School of Public Policy and Management. Please complete this form and enclose an official acknowledgement of the applicant's **current employment status**. Thank you.

1. Employer Information

Employment Category (Please check one.)	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Others
Name of Organization	
Name of Organization Head	
Organization's Website Address	
Name of Personnel Department	
Name of Personnel Department Head	
Name of Personnel Dept. Contact Person	
Address	
E-mail	
Telephone	
Fax	

2. Duration of Study

Please indicate the period during which you will release your employee to study at the KDI School.

From (year/month/day):	To (year/month/day):
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**The coursework for Class of Fall 2017(duration of stay) is scheduled from September 2017 through August 2018.*

3. Other Information (Please use this space to provide any additional information.)

I hereby certify that the above-mentioned applicant has been approved by our organization to attend the KDI School of Public Policy and Management during the period indicated in #2 above.

Date: _____

Name: _____

Signature: _____

Official Seal Affixed
