**Verification Procedures for Integrity Associates:**

1. Log on to the portal, https://www.integrityworkforce.net
2. Above your name and address is a button: Employment Verification Info



1. Click on this button and a page will pop up with your latest assignment information including the start date, end date (or working status), reason for separation (if applicable), etc. The page is printable will print on our letterhead.

\*\*If you experience issues logging in or have further questions about this process, please contact the Call Center via the phone number for your area, have a Live Chat through your smart phone app, or contact a chat agent at IntegrityAnswers.com\*\*

1. If you have a specific form to be completed, please make sure you have filled it out completely, including your signature for authorization, and email it to: voe@integritystaffing.com OR fax it to: 302-661-8779.
* Forms will be forwarded to our third party, Thomas & Company for completion.
* This process can take 3-5 business days, and there may be a fee required from non-government agencies. The requestor will be asked to pay the fee.
* Forms will be mailed or faxed to the agency requesting the information and not returned to you. This process ensures the truthfulness and validity of the information to the agency and is for your protection.
* Please note, due to the volume of requests we receive, we are unable to respond to inquiries for updates on progress of specific verifications.
* Should there be a problem, please email voe@integritystaffing.com or go online at <http://integritystaffing.com/integrity-answers> and have a Live Chat.
* Information to be provided will be regarding your latest assignment only, with start date, end date, rate of pay, job title, and reason for separation (if applicable). Should further information be required, such as a date range of assignments, please make sure to be specific on the form.
* We do not complete DOT drug and alcohol test inquiries, disclose your rehire status, or provide individual references.
1. For companies requesting verification information, they can also reach out directly to our third party, Thomas & Company, via their website [www.thomas-and-company.com](http://www.thomas-and-company.com). They will need to click on the GREEN BUTTON ‘Request Employment and Wage Verification’. They will be charged a fee for this service.
* Provide the requestor with our company code ISS672 and they will need your social security number. No information will be provided without your signed release authorizing them to respond to the inquiry, which the requestor must provide.
* Thomas & Co’s Verifications Department will respond within 3-5 business days. If an urgent request is needed, an email can be sent to Verifications@thomas-and-company.com or calling (615)620-0569.
* The requestor will be provided with information regarding your latest assignment, including: your name, hire date, termination date (if applicable), position (full or part-time), job title, rate of pay, and year-to-date wages. Should they need more comprehensive information, such as all assignments from a specific date range, they will need to make that clear on the form, in an email, or via phone.
* If they are not satisfied with the information provided, they need to contact Thomas & Company directly. Please note that contacting Integrity’s Verification Department only delays the process.