**Verification Procedures for Internal Staff:**

1. Please send all inquiries to:

[VOE-Internal@integritystaffing.com](mailto:VOE-Internal@integritystaffing.com) or fax to: 1-302-724-6519.

1. If you have a specific form to be completed, please make sure you have filled it out

completely, including your signature for authorization.

* All Staff forms are completed at the Corporate Office.
* This process can take 1-2 business days.
* Forms will be mailed or faxed to the agency requesting the information and are 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-Internal@integritystaffing.com
* 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. Should you need something in writing on our letterhead, we will not provide special letters. We will provide you with a printable version of our verification form.

* Please email your request to: [VOE-Internal@integritystaffing.com](mailto:VOE-Internal@integritystaffing.com). Please send the email from the address you have on file with our company. This is how we verify your identity.
* Clearly mark the subject line: STAFF VOE. If you do not, significant delays may occur.
* Your verification will be returned to the email address we have on file for you, in a printable format.
* The document will provide information regarding your latest assignment including: your name, hire date, termination date (if applicable), position (full or part-time), job title, and rate of pay. Should you need more comprehensive information, such as all assignments from a specific date range, please be sure to make that clear in your email request.
* Should wage information be requested, please access and print your paystubs at payroll.integrityworkforce.net.