

# PUBLIC SERVICES ACADEMY CAREER DEVELOPMENT VERIFICATION FORM

PSA Form VF-02

Employment/Internship     Volunteer/Community Service

<b>1. Student Name:</b>			
<b>2. Name and address of worksite</b>			<b>3. Phone Number</b>
<b>4. Dates of Employment</b>	<b>5. Hours Per Week</b>	<b>6. Position</b>	<b>7. Reason for Leaving</b>
<b>8. Duties/Responsibilities</b>			
<b>9. Skills/Knowledge Attained (<i>reflect</i>)</b>			
<b>10. Name of Supervisor</b>	<b>11. Supervisor's Title</b>	<b>12. Supervisor's Signature</b>	
<b>For Internal Use Only</b>		<b>Note: This form is to be placed in the Personal Transition Plan (PTP) as evidence of work experience or community service activity. This form must be filed under Section 3: Career Portfolio in your PTP.</b>	