



**REQUEST FOR EMPLOYMENT AND
JOB DUTIES VERIFICATION**
Certified Energy Manager

From: _____

To: _____ Date: _____

Dear _____:

I am applying to the Association of Energy Engineers for Certification as an Energy Manager. In this regard, I hereby authorize your release of the requested information enclosed which verifies my employment and duties from the period _____ to _____.

Please furnish the requested information as completely as possible, and ***return to AEE Certification Board.***

The receipt of replies will be reported by AEE, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Energy Manager Certification.

Applicant Signature

NOTE: If self-employed, complete letter of client verification.

APPLICANT COMPLETE / Attach to Cover Letter

Name: _____

Address: _____

City: _____ State: _____ ZIP code: _____

LETTER OF EMPLOYMENT and JOB DUTIES VERIFICATION

The following information verifies the employment and duties of the above applicant for AEE Certification.

Company: _____ Telephone: _____

Address: _____

City: _____ State: _____ ZIP code: _____

The above named applicant was (has been) employed by our company from
_____ to _____ and has held the following positions:

_____	Dates: _____
_____	Dates: _____
_____	Dates: _____
_____	Dates: _____

*****Please fully describe the energy-related responsibilities of the applicant (REQUIRED). Attach descriptions if necessary to answer fully. Forms with incomplete details will not be processed.*****

To the best of my knowledge, and our employment records, I hereby attest that the above information is true and correct.

Name of person supplying information: _____
(Please type or print)

Official Title of Respondent: _____

Signature: _____ Date: _____

You may be contacted by AEE as a random sample to confirm and verify information provided.

**Return to: AEE CERTIFICATION BOARD – CEM
3168 MERCER UNIVERSITY DRIVE
ATLANTA, GEORGIA 30341**