



# CITY CRUISES CANADA POLICY AND PROCEDURE



## Employment Verification Request Form

Crew members who require verification of their employment with City Cruises Canada must complete this Employment Verification Request Form and provide to Human Resources.

**Employment Verification Letters will require two (2) business days for completion.**

Employment Verification Letters are only to be provided to the crew member. Canada City Cruises will not provide letters to a third party on behalf of the crew member.

I \_\_\_\_\_ (print name) authorize City Cruises Canada to provide me with a copy of an Employment Verification Letter that will be emailed to the address in my HR file.

\_\_\_\_\_  
Crew Signature

\_\_\_\_\_  
Date

<p><b>Completed by Human Resources</b></p> <p>Date request received _____</p> <p>Completed by _____</p>
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