



CITY CRUISES CANADA POLICIES AND PROCEDURES

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