



EMPLOYMENT VERIFICATION
NORTH DAKOTA STATE ELECTRICAL BOARD (NDSEB)

APPLICATION INSTRUCTIONS

- Employment verification is required if you have not completed an apprenticeship program or not licensed in another state.
- Each employer must complete a separate verification of work experience and sign in presence of notary.
- Verification of hours must be on this form to be acknowledged; any other forms of verification will not be accepted.
- Employment verification must accompany the Elevator Contractor or Elevator Mechanic License Application.

EXPERIENCE REQUIREMENTS

- Elevator Contractor: 5 years of practical elevator installations.
- Elevator Mechanic; 8,000 hours.
- Provisional-Military Spouse: experience for at least two of the four years preceding the date of application.

APPLICANT INFORMATION

Name of Applicant		Last 4 of Social Security Number	
Address	City	State	ZIP Code
Name of Elevator Contractor Business			
Address	City	State	ZIP Code
Elevator Contractor Name		Elevator Contractor License Number	
Position Held by Applicant	Employment Start Date	Employment End Date	
Total Hours of Elevator Work	Employment Dates and Hours from Payroll Records? ☐ Yes ☐ No		
If Dates and Hours Not from Payroll Records, Explain			

ACKNOWLEDGEMENT AND SIGNATURE

I declare under the penalties of perjury that this employment verification is to the best of my knowledge and belief a true, correct, and complete record.

Signature of Elevator Contractor in Presence of Notary	Date
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NOTARY PUBLIC

State of	County
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Before me, a notary public in and for said county/state, the NAMED PERSON below, personally appeared before me to be the same person who executed the within and foregoing document and he/she acknowledges to me that he/she executed the same.

On this day:	Date	Affix Notary Stamp
Name of Individual Signing Document		
Signature of Notary Public or Other Authorized Officer		
Commission Expiration Date (if not listed on stamp)		

SUBMIT COMPLETED APPLICATION

- Return this form to the Applicant, who must then submit it along with their Elevator Contractor or Elevator Mechanic License Application.
- For more information, you can contact us:
 - By mail at North Dakota State Electrical Board, PO Box 7335, Bismarck, ND 58507; or
 - By phone at 701-328-9522; or
 - By visiting the NDSEB website at www.ndseb.com