

**From:** [Melissa Jones](#)  
**To:** [Pamela Timmons](#)  
**Subject:** RE: ID\_FEEV\_1-23-2020111154  
**Date:** Thursday, January 23, 2020 1:25:08 PM

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Pam,

I received the following records request in the email below for an employer verification. Please proof and forward to [info@empver.com](mailto:info@empver.com) if ok.

Thank you,

Melissa Jones  
Administrative Assistant to HR/Finance  
City of Bellbrook  
15 E. Franklin Street  
Bellbrook, OH 45305  
P: 937-848-4666  
F: 937-848-5190

**From:** [info@empver.com](mailto:info@empver.com) [<mailto:info@empver.com>]  
**Sent:** Thursday, January 23, 2020 12:14 PM  
**To:** Finance  
**Subject:** ID\_FEEV\_1-23-2020111154

EVS PO Box 1956  
Employment Verification Service LLC Manitowoc, Wi 54221  
PH: 920-320-1160  
FAX: 920-645-6021  
[info@empver.com](mailto:info@empver.com)

01/23/2020

ATTN: Employment Verification Department  
CITY OF BELLBROOK  
15 EAST FRANKLIN ST  
BELLBROOK OH 45305  
937-848-5190

RE: CYNDY J PORTER  
1049 BROOKFIELD DR  
WAYNESVILLE OH 45068-8316  
09/05/1974 XXX-XX-8551

Dear Employer,

Please complete the following list of questions and respond at your earliest convenience.

Is the above employee a full-time & active employee? (Yes/**No**)

How many hours, per week, does the employee work? **N/A**

Date of Hire: **March 11, 2002**

Date of Termination (if applicable): **September 20, 2019**

What is the employee's job title? **Administrative Assistant**

What is the employee's current rate of pay? **N/A**

Please also provide your company's legal name and payroll processing address, if this information differs from what is shown above.

We appreciate your timely attention to this matter.

Sincerely,

EVS LLC  
Employment Verification Team

ID\_FEEV \_1-23-2020 11:11:54