

Work Experience Verification Form for CCSA Candidate

This form or a photocopy of this form should be used to verify attainment of one year of control-related business experience (such as CSA, auditing, quality assurance, risk management, or environmental auditing) by a CCSA candidate. The following information should be completed and verified by a CCSA, a CIA, or the candidate's supervisor.

Please complete all sections of this form and mail to:

The Institute of Internal Auditors Singapore
6 Shenton Way
#41-04 Tower One
Singapore 068809

Tel: (65) 6324 9029

Fax: (65) 6220 5972

1.	Candidate Information	
	Candidate's Name (as in IC or Passport)	
	Organisation	
2.	Verifier's Authority	
	<p>I am (tick all that apply):</p> <p><input type="checkbox"/> A CCSA (Certification in Control Self-Assessment)</p> <p><input type="checkbox"/> A CIA (Certified Internal Auditor)</p> <p><input type="checkbox"/> The candidate's supervisor</p> <p><input type="checkbox"/> Other (explain) : _____</p>	

3.	Statement of Verification	
	I verify that _____ (candidate's name) has completed at least one year of control-related business experience, as described below.	
	_____ Verifier's Name & Signature	_____ Date
4.	Candidate's Experience	
	<p>The following information about the candidate should be listed in chronological order, with the most recent position listed first. Please list the candidate's job title, organization, dates employed, and a brief description of the candidate's duties and responsibilities. If teaching experience is being verified, list course titles, dates, and description of courses. (Two years of teaching experience in a control-related topic will be accepted as completion of the work experience requirement.)</p>	
	Title/Organization	
	Dates	From _____ to _____
	Description of Duties	
	Title/Organization	
	Dates	From _____ to _____

	Description of Duties	
	Title/Organization	
	Dates	From _____ to _____
	Description of Duties	
5.	Information About Verifier	
	Name (as in IC or Passport)	
	Title/Position	
	Organization	
	Address	
	Business Phone	
	Fax	
	E-mail	