



New Hire Records Request Form

Date of Request: _____

School District / Educational Organization Previously Employed

Name(s) employed under - PRINT

Last 4 digits of SSN: _____ Dates employed (YYYY-YYYY): _____

Please mail items checked below to:

Kilgore ISD
Attn: Human Resources
301 N. Kilgore St.
Kilgore, TX 75662

Original Service Record _____

Original Transcripts _____

Signature

Date

For questions regarding this request, please contact Jared Sidney, Coordinator of Human Resources, at (903) 988-3900 ext. 2045 or email jsidney@kisd.org.