



## Employee Records Request

Name of Employment Records \_\_\_\_\_

SS# \_\_\_\_\_ Employee ID# \_\_\_\_\_

Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Previous Campus/ Location \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ To \_\_\_\_\_

I request the following documents:

☐

Texas Service Record

☐

Other: \_\_\_\_\_

☐

Mail documents to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐

Contact me by phone to pick up documents from the Human Resource Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Please submit a valid drivers license/ identification card along with your request.**

**HR Office Use Only**

Processed Date \_\_\_\_\_

Mail/Pick Up Date \_\_\_\_\_

Copies made and filed \_\_\_\_\_

Completed by \_\_\_\_\_