

# Human Resources

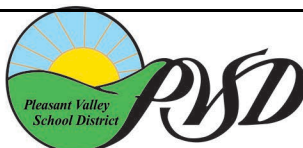
## EMPLOYMENT VERIFICATION REQUEST FORM

Please complete and sign the form and submit it to Human Resources (HR). If you have questions about the completion or submission of this request, please call HR. Incomplete request forms will not be processed.

**NOTE:** If you are requesting a verification for a mortgage or personal loan, the Pleasant Valley School District must receive the request from the employee.

Section 1: Employee Information				
This section must be completed so that we may access the employee's records.				
Employee's Name (Last, First, Middle Initial):		Most Recent Job Title:		
Employee #:		Last 4 Digits of Social Security #:		
Home Address:		City:	State:	Zip:
Email Address:		Phone #:		Fax #:
Other names used while employed with PVSD:				
<b>Request for Verification on Formal Letter (check one):</b>				
<input type="checkbox"/> Standard Verification – i.e., current job and classification information				
<input type="checkbox"/> Teacher Experience – i.e., recent teaching history (commonly used for CTC, APLE, TLF, and NBC forms)				
<input type="checkbox"/> INS Letter – i.e., letter for immigration sponsorship				
<input type="checkbox"/> Other (please explain):				
What is the reason for your request?				
Check <u>only one</u> box to indicate how you or the third party would like to receive the information:				
Email <input type="checkbox"/> Mail <input type="checkbox"/> Hold for Pick-up <input type="checkbox"/>				
Section 3: Third-Party Information				
This section should be completed <u>only</u> if a third-party is to receive the verification. Write "N/A" if not applicable.				
Third-Party Contact Name:		Company or Institution:		
Email Address:		Phone #:		Fax #:
Address:		Suite #:	City:	State: Zip:
Section 3: Employee Signature				
The employee must provide a signature in order to authorize the release of employment information.				
Employee's Signature:				Date

PVSD 2024



Pleasant Valley School District

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PVSD prepares 21st century learners who are responsible members of our global society.