

Document Request Form

Faith Family Academy Personnel File Request

EMPLOYEE INFORMATION

Date	Employee Name		
SS# - Last 4	Email		
Phone	Employee Status	Last day of employment	
	☐ Current ☐ Former		

DOCUMENTS REQUESTED FROM PERSONNEL FILE

- | | |
|---|---|
| ☐ Original Service Record
(for former employees available after sick days are finalized by Payroll and final paycheck has been received) | ☐ College Transcript
(originals may be released upon separation) |
| ☐ Copy of Service Record
(for current employees, does not include current school year) | ☐ Verification of Employment Letter
(please include details of required information) |

Required information/details for Verification of Employment Letter

DELIVERY METHOD - SELECT ONE

- | | |
|--|---|
| ☐ Mail documents to: | ☐ Email/Fax records to: |
|--|---|

Name/Institution	
Address	
City/State/Zip	

SIGNATURES AND COMPLETION

Employee Signature	HR Signature	Date Completed

