



LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division - Employee Relations Section
 333 S. Beaudry Ave., 14th Floor
 Los Angeles, CA 90017
 Tel.: (213) 241-6550 / Fax: (213) 241-8404
 Email: employeverify@lausd.net

EMPLOYMENT VERIFICATION REQUEST FORM

Please submit completed, signed form to the Employee Relations Section. If you have questions concerning the completion or submission of this request, please call Employee Relations Section at (213) 241-6550.

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 # or SS #:
Home Address:		City:		State: Zip:
Email Address:		Phone #:		Fax #:
Other names used while employed with LAUSD:				
Request for Verification on Formal Letter (check one):				
Standard Verification <input type="checkbox"/>		Teacher Experience <input type="checkbox"/>		INS Letter <input type="checkbox"/>
Other please explain:				
Section 2: Third-Party Information				
This section should be completed only if a third-party is to receive the verification.				
Third-Party Contact Name:			Company or Institution:	
Email Address:		Phone #:		Fax #:
Address:		Suite #: City:		State: Zip:
Section 3: Check only one box to indicate how you/the third party would like to receive the requested information.				
Email <input type="checkbox"/>		Fax <input type="checkbox"/>		Mail <input type="checkbox"/> Hold for Pick-up <input type="checkbox"/>
Section 4: Employee Signature				
The employee must provide his/her signature, authorizing the release of his/her employment information.				
Employee's Signature:				Date:
Section 5: LAUSD, Employee Relations Section Use Only				
Date of Hire:		Hourly Rate:	Hrs. Per Month:	Title of Employee:
Employment is:		Work Basis:		
Regular <input type="checkbox"/> Temporary <input type="checkbox"/>		10 month <input type="checkbox"/> 12 month <input type="checkbox"/>		
Frequency of Pay:		Separation Date (Retirement/Resignation):		
Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/>				
Comments:				
Authorized Signature:		Title:		Date:

