PAST AND PRESENT EMPLOYEE REQUEST FORM

MEMO TO: RECORDS/VERIFICATION

FROM: _____
(Please print your name)

STATUS: Active____   Inactive_____

Permanent____   Per Diem_____

ID#: _____

DATE: _____

PH#: _____

I am requesting the following information to include in my verification letter:

____ Position   ____Hire Dates   ____Hours per Week/Day

Salary: ____Hourly   ____Annual   ____Daily Rate

Other: _____

*ALL VERIFICATIONS WILL BE AVAILABLE 48 HRS. FROM THE DATE SUBMITTED

SIGNATURE: _____