

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT

The Human Resources Department frequently receives requests from banks, department stores, and other businesses for employment information. Questions usually focus on verifying employment, length of employment, salary, etc. In order to avoid violating any district employee's rights, we **will not verify** employee information unless we have a **signed release on file**.

Although you may have signed a release in the past, only a current school-year, signed release will be recognized as a valid release slip. Please remember that Human Resources distributes this form once a year; therefore, if there are any changes necessary during the school year, you must contact HR for a new form.

Please indicate below what information, if any, may be verified over the telephone or in writing.

NOTE: If at any time during the process of verifying employee information, Human Resources is unsure of the caller or organization, we will not continue the process.

I authorize the HVRSD Human Resources Department to verify the following information:

- Employment
- Job Title
- Length of Employment
- Salary/Payroll Information
- DO NOT RELEASE ANY INFORMATION

Employee Signature

Date

Please Print Your Name

Location

RETURN TO HUMAN RESOURCES