

Past and Present Employee Request Form

Memo To: Human Resources

From: _____
(Please print your name)

Status: **Active**____ **Inactive**____
Permanent____ **Per Diem**____ **Part-Time**____

Position:_____

Date:_____

Phone Number:_____

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

Position____ **Hire Dates**____ **Hours per Week/Day**____

Salary Information: Hourly____ **Annual**____ **Daily Rate**____

Other (Please explain):

**All verifications will be available 48 Hours from the date submitted.*

Signature:_____