



REQUIREMENTS FOR LETTER OF VERIFICATION
HUMAN RESOURCES
SCHOOL DISTRICT U-46

Name: _____ ID#: _____

Last 4 Digits of SS: _____ Cell#: _____

E-mail: _____

Please select what information you would like included:

- Position/Job Title
Annual Salary
Hourly Salary
Start Date and/or End Date
Years in District

Additional Information/Comments:

Multiple horizontal lines for providing additional information or comments.

Signature: _____ Date: _____

Please keep in mind that our employment verifications may take anywhere between 3 – 5 business days to be completed. Also, please make sure to sign and date this form in order to have the verification request completed and sent to you.