



## Employment Verification Request Form Human Resources-Records

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**Employment Verification:** The Division of Human Resources Records office will only release general employment information for verification purposes. Signed authorization from the individual in question is required for the release of employment information. Requests are processed within 2 business days from the date received, unless further research is required. **Please complete Sections I and II.**

**Employment Letters:** At the request of the employee, HR Records will prepare an official letter of employment, limited to two originals. Twenty-four hours advanced notice is required. The letter will include the employee's date of employment, position title, and department name. Salary can be included by request only. **Please complete Section I.**

**I am requesting:** Employment Verification [  ] or Employment Letter [  ]

**Return by (please check one):** Fax [  ] Mail [  ] or In Person Pick-up [  ] (for employment letter only, employee must show ID)

### SECTION I – To be completed by employee

I hereby authorize Augusta University HR Records to release my current or previous employment information. Additionally, I release Augusta University from all liability whatsoever for issuing the requested information.

**Employment Status:**      Currently Employed [  ]  
                                    Previously Employed [  ]  
                                    Provide Salary Information [  ]

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID or Last 4 of Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION II – I authorize Augusta University to release employment information to:

\_\_\_\_\_  
Company or Institution Name

\_\_\_\_\_  
Phone/Fax Number

\_\_\_\_\_  
Contact Name and Title

\_\_\_\_\_  
Complete Mailing Address

Division of Human Resources-Records

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