



Previous Employment Verification

This form is used to request employment verification for former employees of Prince William County Public Schools. Process time will be two days or less after receiving request.

Complete the information requested below. **A signature is required.** Submit to Prince William County Public Schools, Records Center, by **MAIL** to: P.O. Box 389, Manassas, VA 20108, or come by our office at 14800 Joplin Road, Bldg. 20, Manassas, VA 20112. If you are sending an Employer Certification form from another school division this form must be completed and attached.

Any additional copies of a former employees file will be charged a fee of \$5.00 per copy. Please call our office to verify the amount.

Employee Information:

Date of Request _____

Employee Name at the time of employment with PWCS _____

Social Security Number _____

Employment Dates _____ thru _____

(Check position)

- Administrator Teacher Classified Transportation Substitute/Temp

School/Location last employed with PWCS _____

- MAIL FAX PICKUP OTHER _____

Name: _____

Address: _____

City/State/Zip: _____

Fax #: _____

Contact phone #: _____

E-Mail Address: _____

Signature of Former Employee

Date

Records Center, Office of Accountability