



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

Request for Employment Verification Letter

This form is used to request an employment verification letter for current Prince William County Public School employees or those active in the previous school year. Please complete the information requested below. Verifications are completed in 3–5 business days in the order in which they are received.

You may submit this form to the Human Resources Department in the Kelly Leadership Center located at 14715 Bristow Rd., Manassas, VA 20112. You may also mail this form to P.O. Box 389, Manassas, VA 20108 or fax it to 703-791-8560.

A signature is required in order to process your request

Date of Request: _____ Employee Name: _____

Employee Number or SSN: _____ Employment Dates: _____ thru _____

Phone Number: _____ Email Address: _____

Please indicate your type of employment: (Please check position type)

- Administrator
 Certified (Teacher)
 Classified
 Substitute/Temporary

Information you would like included in your verification letter: (Please check all that apply)

- Position Title
 Rate of Pay
 Work Location
 Hire Date & End Date
 Nature of Employment
 Other: _____
(If currently employed, end date will be noted as "N/A-Currently Employed")
(Full time, Part time, or Temporary)

Please indicate how you would like your letter returned: (Please check method)

- Mail
 Fax (Enter #) _____
 Pick Up
 Other: _____
(Addressed & stamped envelope must be included)

Additional Notes:

Signature of Employee

Date

Department of Human Resources