

EMPLOYMENT VERIFICATION

To request employment verification, please send a **written request** to the Human Resources department using one of the following methods:

- **Email:** hr@centralschools.org
- **Fax:** (505) 510-7123 or (505) 515-0157
- **Mail:**
Central Consolidated School District
ATTN: Human Resources Department – VOE
PO BOX 1199 Shiprock, NM 87420
- **Walk-in:**
Shiprock Administrative Complex office
Highway 64 Old High School Road
Shiprock NM 87420

Employment verification requests will be completed within five business days, depending on the current workload.

A CCSD Employment Verification letter request must be submitted in written form with specific instructions:

- What information are you requesting?
 - Dates of employment
 - Position
 - Hours per day or week
 - Days worked
 - Contract days
 - Status (full-time/part-time)
- Where and how to send the letter?
 - Email to whom?
 - Mail original letter to who?
 - Fax to what number?
 - Pick-up when?

To authorize the release of your information, any forms from other schools or offices must be signed by you, the employee or former employee.

HR will not verify employment over the phone.

Records cannot be altered by employee request. Employment Verifications are completed based on actual contract information.

Please contact HR if you have any questions or concerns about employee records.

Records Request

Request for records must be in written form and signed by employee or former employee.

Submit a request to HR with following information:

- Name
If you have a former name, please note in request.
- Phone Number
- Type of Records
ex: Copy of SY25/26 Contract
- Retrieval Information
ex: Picking up the documents from HR or mail them to employee address

Depending on the bulk of printed copies, HR will notify the employee or former employee to retrieve records from HR.

To request a personnel records review, please notify HR prior to desired date to review. HR will schedule an appointment.