

EMPLOYMENT VERIFICATION

Request for employment verification may be send to HR via email, mail, walk-in, or fax.

- Email: hr@centralschools.org
- Fax: 505-598-1019
- Mailing Address:

Depending on workload, HR will complete employment verification requests no later than 5 (five) days.

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

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

Any forms from other schools or offices must be signed by the employee or former employee to authorize the release of information.

HR will not complete employment verification prior to upcoming school year contract.

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. Employee or former employee may use HR Statement Form. The HR Statement Form is available in HR or can be requested electronically.

Submit a request to HR with following information:

- Name
 - o If you have former name, please note in request.
- Phone Number
- Type of Records
 - o Ex: Copy of SY18/19 Contract
- Retrieval Information
 - o Ex: Picking up the documents from HR or mail them to employee address

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

Background results **CANNOT** be released to employees or former employees.

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