



**PLEASANT VALLEY SCHOOL DISTRICT**

**Human Resources Division**

600 Temple Ave., Camarillo, CA 93010 Tel.:

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Email: [humanresources@pleasantvalleysd.org](mailto:humanresources@pleasantvalleysd.org)

**EMPLOYMENT VERIFICATION REQUEST FORM**

Please submit a completed, signed form to Human Resources (HR). If you have questions concerning the completion or submission of this request, please call HR. Incomplete requests forms will not be processed.

**NOTE:** If you are requesting a verification for a mortgage or personal loan, the Pleasant Valley School District must receive the request from the employee.

<b>Section 1: Employee Information</b>			
This section must be completed so that we may access the employee's records.			
<b>Employee's Name (Last, First, Middle Initial):</b>		<b>Most Recent Job Title:</b>	
<b>Employee #:</b>		<b>Last 4 Digits of Social Security #:</b>	
<b>Home Address:</b>		<b>City:</b>	<b>State:</b> <b>Zip:</b>
<b>Email Address:</b>		<b>Phone #:</b>	<b>Fax #:</b>
<b>Other names used while employed with PVSD:</b>			
<b>Request for Verification on Formal Letter (check one):</b>			
<input type="checkbox"/> Standard Verification - i.e., current job and classification information			
<input type="checkbox"/> Teacher Experience - i.e., recent teaching history (commonly used for CTC, APLE, TLF, and NBC forms)			
<input type="checkbox"/> INS Letter - i.e., letter for immigration sponsorship			
<input type="checkbox"/> Other (please explain):			
<b>What is the reason for your request?</b>			
<b>Check <u>only one</u> box to indicate how you or the third party would like to receive the information:</b>			
Email <input type="checkbox"/>		Mail <input type="checkbox"/>	Hold for Pick-up <input type="checkbox"/>
<b>Section 3: Third-Party Information</b>			
This section should be completed <u>only</u> if a third-party is to receive the verification. Write "N/A" if not applicable.			
<b>Third-Party Contact Name:</b>		<b>Company or Institution:</b>	
<b>Email Address:</b>		<b>Phone #:</b>	<b>Fax #:</b>
<b>Address:</b>		<b>Suite #:</b> <b>City:</b>	<b>State:</b> <b>Zip:</b>
<b>Section 3: Employee Signature</b>			
The employee must provide a signature in order to authorize the release of employment information.			
<b>Employee's Signature:</b>			<b>Date</b>