

Leon County Schools

Human Resources

Request for Employment/Income/Experience Verification

Turnaround Time for **EMPLOYMENT:** **MINIMUM** FIVE (5) WORKING DAYS

Turnaround Time for **EXPERIENCE: MINIMUM** FIFTEEN (15) WORKING DAYS

**NAME:** **S.S. #**

Please print

**TELEPHONE #:**

Form Attached □ YES □ NO

**\*\*If no form is provided then a standard Leon County Schools verification of employment form**

**will be used to verify employment and salary information.\*\***

**CHOOSE ONLY ONE ACTION**

**Due to the high volume of requests we will only be able to process one of the actions below per individual.**

**□ MAIL TO** □ **FAX TO**

Fax Number

□ **PICK UP**

**Signature (required)** **Today’s Date:**