

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS
GALLUP, NEW MEXICO



TIM BOND
Assistant Superintendent of Support Services

SANDRA K. LEE
Director of Personnel

K'DAWN MONTANO
Personnel Coordinator

Request for Verification of Employment

The completed Request for Verification of Employment form can be faxed to the Personnel Department at 505-721-1142. You will be contacted if any questions arise regarding this verification.

Date Requested: _____

Last Name: _____ First Name: _____

Current or Last Work Location: _____

Last four digits of Employee Social Security number: _____

Approx. dates of Employment: _____

Phone#/Fax#: _____

Address to where you would like us to mail this form:

What information are you requesting? _____

_____	_____
Employee's Printed Name	Employee's Signature

Check if forms attached.

NOTE: Verifications need to be researched and therefore can take up to 10 business days to process, so please allow for that additional time.

NOTE: The information provided on your verification is for years of service, dates of employment and position. If you need retirement verifications contact the Education Retirement Board at 505-888-1560.