



Todd Torgerson
CHIEF OF HUMAN RESOURCES
AND LEGAL SUPPORT

Request for Verification of Employment

The completed verification form can faxed to the Human Resources Department at (505) 889-4885.

You will be contacted if any questions arise regarding this verification.

You can contact verifications at (505) 889-4802.

Date Requested: _____

Last Name: _____ First Name: _____

Current or Last Work Location: _____

Employee Number / SS#: _____

Approx. Dates of Employment: _____

Phone Number / Fax Number: _____

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

What information are you requesting? _____

Check if forms attached.

NOTE: Information for verification requests need to be researched and therefore can take from 5-10 business days to process so please allow that additional time.

NOTE: The information provided on your verification is for years of service, dates of employment and position. If you need payroll verification contact Payroll at (505) 880-6880. If you need retirement verifications contact the Educational Retirement Board at (505) 888-1560.