



Georgia Perimeter College  
Human Resources Dept.  
3251 Panthersville Road  
Decatur, GA 30034  
678-891-2500 Office  
**678-891-2511 Fax**

## Employment Verification Request Form

I \_\_\_\_\_ as a  faculty employee  staff employee of Georgia Perimeter College, do hereby authorize release verification of employment information pertaining to myself with the following:

- Check all that applies**
- Dates of Employment
- Title/Position
- Employment Status Full-Time or Part-Time
- Hourly or Monthly Salary
- Annual Salary

*My signature below acknowledges that this agreement is voluntary.*

**Please indicate how you would like to receive your verification of employment once it's completed. Your request will be processed within 48 hours from today's date.**

- Pick up from Human Resources (*must show valid ID*)
- Fax: \_\_\_\_\_
- Email: \_\_\_\_\_
- Mail to campus or home address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Today's Date*

**Submit to Human Resources**