Wild Rose Public Schools

Employment Verification Request

I _____ request an Employment Verification letter releasing the following information:

___ Position/Title

___ Employment Start Date

___ Annual Gross Salary

___ Employment Status (i.e. Regular/Part-Time/Temporary)

___ Type of contract (if applicable)

___ Hourly Rate of Pay

___ Weekly Hours

___ Confirmation of Probationary Period served

___ Other information: _____

_____	_____	_____
Signature of Employee	Location	Date

Important:

- **Only information checked above will be included in the letter.**
- Financial Institutions typically request letters including the first four items on the above list.
- The letter will be addressed to: "To Whom It May Concern" and will be sent to you at your work location via division courier service or home address. It is up to you to forward to the bank/mortgage broker, etc.
- For confirmation of your previous year's salary, please use your T4.
- Best efforts will be made to provide this letter as soon as possible but please allow for seven (7) business days.
- Absolutely no information regarding an employee's status will be released by phone to anyone, including financial institutions.
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Submit completed and signed form (by fax, mail, or division courier) to:

Wanda Dempsey, Assistant Human Resources Supervisor
Wild Rose Public Schools
4912 – 43 Street
Rocky Mountain House, AB
T4T 1P4
403- 845-4287 fax