

## EMPLOYMENT VERIFICATIONS

Official employment verifications are processed in the Human Resource Department. Schools and/or Departments are not authorized to provide employment verifications and should refer the employee or requestor to HR.

- Current or former JSD employees make a formal request to the HR Department via email at: [verifications@jordandistrict.org](mailto:verifications@jordandistrict.org)
- Provide a VOE form which includes a signed release or complete the HR Authorization to Release Protection Information form. Forms that require the employee to complete any section will not be processed with missing information.
- Requests are processed in the order they were received and may take up to 48 hours to complete.
- Requests that require duplicate copies of employment files must be paid in advance, a minimum fee of \$5.00 or \$0.12 per page, as needed.
- All VOE requests will be provided electronically via email or fax. Forms that require to be mailed will be returned to the email it was requested from.