



Verification of Employment Form

Current/Former Employees

Complete a Verification of Employment form. Form must be notarized

Mail completed notarized form to:

Chicago Public Schools
Employee Records
2651 W Washington, 2nd Floor
Chicago, IL 60612

You can also fax or email

request to:

Fax: (773) 553-1113
Email: employeerecords@cps.edu

Former Employees

Former Employees may need to complete the Identity Protection Form which will be provided if necessary to obtain the social security number

Current Employees

Current Employees do not need to notarize this form if sent via your CPS email. A signature is required on the request form (no exceptions)

Processing Time 10 business days or more.

The verification of employment letter will include:

- Employee's Name
- Current position/Last Title
- Dates of Service
- Salary, *if requested*

If additional information is needed, it must be specified on your form.



Verification of Employment

Purpose of Request (fill in blank area):

Please complete the following portion of this form to expedite your request:

- Current CPS Former CPS Employee Teacher ESP Employee

Employee ID: Name:

Former Name:

Please provide approximate dates of employment:

Mailing Address:

City: State: Zip Code: Phone Number:

Email Address:

****Attention current CPS Employee, you DO NOT need to notarize this form if you are sending it via your CPS email. A signature is required on this form****

All employment verification forms submitted must include a notarized signature authorizing the Talent Office to release the information requested.

To be signed by the employee:

I understand that by signing below, I authorize the Chicago Public Schools to release the information contained above for the purpose(s) stated above. I understand that the information which will be released is for official use for the purposes stated above, and release of any further information will require a separate, specific release and authorization.

**Employee Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

Please submit the form and documentation mail or fax
to: **Chicago Public Schools**
Employee Records
2651 W. Washington St,
Second Floor Chicago, IL
60612; GSR # 034
Fax: 773-553-1113
Email: employeerecords@cps.edu