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.
**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