



Human Resource Services

2900 Bedford Avenue · Brooklyn, NY 11210

TEL 718-951-5137 · FAX 718-951-5370

www.brooklyn.cuny.edu

Request for Employment Verification

Please be advised that in order to protect your personnel record from unauthorized access, Brooklyn College will adhere to a University policy whereby no evaluative or factual information regarding your employment will be released through its authorized designee without your consent, except to CUNY and other non-investigatory governmental agencies, the Human Resources Administration, the Department of Health, Education and Welfare, or upon subpoena. Therefore, if you should wish us to respond to the attached "Reference Request", please sign and return the attached form to the Office of Human Resource Services, Room 1231 Boylan Hall, Monday – Friday 9:00 a.m. – 5:00 p.m. or e-mail to **HRVerifications@brooklyn.cuny.edu**.

Name: _____

Empl ID #: _____

Title: _____

Department: _____

Dates of Employment: _____

Supervisor: _____

Please indicate what information you would like included in the letter:

_____ Dates of employment _____ Department

_____ Current Salary _____ Title

_____ Hours _____ Status

Other: _____

Where would you like the verification sent?

_____ will pick up Contact # _____

_____ Fax to: Name _____ Fax # _____

_____ Mail to: Name _____

Address: _____

I hereby authorize Brooklyn College through its authorized designee to release factual and evaluative information regarding my employment in response to this written inquiry.

Signature

Date