

**PLAINFIELD PUBLIC SCHOOLS
Human Resources Department
504 Madison Avenue
Plainfield, NJ 07060**

Verification of Employment Form

Name: _____ **Date:** _____

Please Print

Street Address: _____

City: _____

State: _____

Zip Code _____

Telephone # with area code _____

Please indicate which of the following information is required to be in your letter.

Hiring Date _____

Salary _____

Position _____

Other: _____

Please mail _____ **I will pick up the letter** _____

**Verification of employment letters can be picked up on Thursdays between
3:00 – 5:00 p.m.**