



**H. R. EMPLOYEE RECORDS VERIFICATION OF EMPLOYMENT\_SIGNATURE RELEASE**

Name: _____	Date: _____
Previous Name: _____	_____
Email Address: _____	Phone: _____
<i>The following additional information is required if you provide a return email address outside of uky.edu.</i>	
Street Address: _____	
City: _____	State: _____ Zip Code: _____
Most Recent Department: _____	

I, \_\_\_\_\_ (signature), give University of Kentucky H. R. Employee Records:

**\*\*\*Permission to release:**

- Verification (with or without salary)
- Work History including *any* Student Employment (FERPA Release is required)

**\*\*\*Photo ID and a Signature Release Required** for person permitted to pick up my verification request:

- I give my spouse (first name/last name) \_\_\_\_\_
- I give (non-spouse (first name/last name) \_\_\_\_\_

**Preferred Method of Return:**

\_\_\_ Scan/Email    \_\_\_ Pickup    \_\_\_ Fax