

**Employee Information Release Authorization**

**Name:** \_\_\_\_\_ **Last 4 of SS#:** \_\_\_\_\_  
**PRINT** (First name) (Last name)

**Alternate Names:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Location:** \_\_\_\_\_

*I certify that I have asked the Human Resources Department of Peoria Public School District 150 to release to me a letter that states information pertaining to my employment. This letter will indicate my hire date, position, and whether or not I am currently working. Please list any additional information you would like included in the space provided below.*

**Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

How would you like your completed letter delivered?

E-mailed (PDF File) – address: \_\_\_\_\_  Pick-Up  Fax – number: \_\_\_\_\_

***Return completed form to the Human Resources Department.***  
*Your completed letter will be available within 2 business days.*