

**Alabama Agricultural and Mechanical University  
Office of Human Resources**

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762  
Phone: 256.372.5835 Fax: 256.372.5881

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**REQUEST FOR EMPLOYMENT VERIFICATION**  
(Please allow 2-3 business days for the completion of your verification request.)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
                    First                                      Middle                                      Last

**Previous Name (if applicable):** \_\_\_\_\_

**A-Number:** \_\_\_\_\_

**Are you a current employee?**       Yes       No

**The Office of Human Resources will only verify the following:** *(Please check all that apply).*

- Employment Dates
- Position Title
  - Current or
  - All
- Income
  - Hourly
  - Monthly
  - Annual
- Year-to-date Balance

**Please indicate to whom the verification must be addressed:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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- To have this information mailed to you, please provide your address including city/state/zip.

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

- To pick up this information in the AAMU Office of Human Resources at 4101 Meridian Street Huntsville, Alabama, then please provide your contact number (including area code). You will be contacted when your verification is available.

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

**Signature (mandatory):** \_\_\_\_\_