



**Clayton County Public Schools  
Verification of Employment Request  
Business Services Division  
Payroll Department**

- ◆ Request will be processed within three (3) business days
- ◆ Be prepared to show picture I.D.

**Name:** \_\_\_\_\_ **Work Location:** \_\_\_\_\_  
(Please Print)

**S.S. #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Pickup Document:**  
CCPS Administrative Complex - Human Resources Reception Desk  
1058 Fifth Avenue, Jonesboro, GA 30236  
Phone - 770-473-2747; Fax – 770-603-5765

*(Please Print)*

**Fax** (or)  **Mail Document to:**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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