

Request for Release of Confidential Employee Information

EMPLOYMENT INFORMATION

Please note that HRIS can only complete employment verification for staff, research staff, and students. Faculty will need to contact Faculty Personnel at ptaptcomp@email.gwu.edu. Graduate students who are teaching will need to contact the Office of Graduate Student Assistantships & Fellowships at gradfell@gwu.edu.

Research	Staff	Student	Temporary
I am currently employed with the university. Start Date: _____			
I am a retiree of the university Retirement Date: _____			
I am a former employee of the university Termination Date: _____			

RELEASE STATEMENT

I, _____, acknowledge giving to The George Washington University's Department of Human Resources Information Systems (HRIS) permission to release current or past information relative to my: (Check all that apply)

Job Title	Employment Dates	Salary/Rate
Other Information* (e.g. Job Description, Hours Worked Per Week) Please specify: _____		

**Please note that information outside of job titles, employment dates, and salary information may take longer to confirm.*

To the following companies or agencies:

This statement remains valid for thirty (30) days from the date of my signature.

I have provided a copy of my picture ID as follows:

- State issued driver's license
- State/Government issued ID card
- GWorld card

Signature

Date

GWID

Phone Number

Email

Please return completed form to: Human Resources Information Systems (HRIS), Virginia Science and Technology Campus, 44983 Knoll Square, Ste. 391, Ashburn, VA 20147 • 571-553-3679 • hris@gwu.edu