



## Employment Records Request Form

To submit a request, please e-mail this form, completed and signed, along with a copy of a valid photo ID to [hrRecords@TSU.edu](mailto:hrRecords@TSU.edu).

Date: \_\_\_\_\_ TSU ID: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Department: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**\*IF THERE HAS BEEN A NAME CHANGE, PLEASE LIST NAME ON FILE BELOW\***

**Name on file:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Indicate below either the purpose of your request or the particular parts of your personnel file to be reviewed.

- |                                 |                                |
|---------------------------------|--------------------------------|
| *Employment Verification Letter | Employment Application         |
| Resume                          | Personnel Action Form          |
| Job Description                 | Offer and/or Acceptance Letter |
| Reference Letters               | W-4                            |
| Benefit Information             | Transcript                     |

*\* Employment verification letters consist of a listing of position/title, dates of employment, and current employment status.*

Notes: \_\_\_\_\_  
 \_\_\_\_\_

### Employee Acknowledgement

\_\_\_\_\_  
 Signature Date

#### HR USE ONLY

Date Received \_\_\_\_\_ Date Completed \_\_\_\_\_

Completed By (HR Rep Name) \_\_\_\_\_

Fax       Email       Mail       In Person       Other