



Global Contract Professionals, Inc.  
 PO Box 161127  
 Ft. Worth, TX 76161-1127

p: (817) 847-6673  
 f: (817) 232-5861

## Release Form for Employment Verification

Employee Name (Print) \_\_\_\_\_ Today's Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

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

**Please indicate personal information to be released:**

- Salary, Rate of Pay
- Dates of Employment
- Job Title
- Other, please explain \_\_\_\_\_

I, \_\_\_\_\_, authorize Global Contract Professionals, Inc. Payroll Department to release the above employment information, without liability to:

**Via Mail:** Company: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

City, State zip code: \_\_\_\_\_

**Via Fax:** \_\_\_\_\_

**Via Email:** \_\_\_\_\_

**Signature of Employee**

**Date**

Please Allow **3-5 business days** depending on the day form is received. When your signed release form has been received, the Global Payroll Department, will write a letter on company letterhead with your personal information that you have instructed us to release and who to send it to. **To ensure prompt response, please complete and sign the form entirely, an incomplete release form can delay your verification of employment process.**

Send form to Global Payroll Department: **Fax:** 817-232-5861

**Email:** Verifications - [verifications@teamglobal.com](mailto:verifications@teamglobal.com)