

Employment Verifications

Official employment verifications are processed in the HR Department. Schools and/or departments are not authorized to provide employment verifications and should refer the employee or requestor to HR.

- Current or former JSD employees make a formal request to the HR Department by contacting Debbie Rackley, HR Administrative Assistant
Phone: 801-567-8150
Email: debra.rackley@jordandistrict.org
- Employee or former employee will complete the Employment Verification Request Form
- A minimum of 48 hours is required to process this request.
- A minimum of \$5 cash or cashier check required at the time of the request and an additional \$.12 per page above the cost of \$5, as needed.
- HR will process the request on the official JSD Employment Verification Form
- HR will forward the information to the desired location