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**Director of Personnel**  
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## Request for Verification of Employment

The Request for Verification of Employment Form can be emailed to Verna Jim at [vjim@gmcs.org](mailto:vjim@gmcs.org) or Faxed to 505.721.1142 - Personnel Department.

You will be contacted if any questions arise regarding this verification.

Date Requested: \_\_\_\_\_

Last Name: (while employed with GMC) \_\_\_\_\_ First Name: \_\_\_\_\_

Current or Last Work Location GMCS: \_\_\_\_\_

Last four digits of Employee's Social Security number: \_\_\_\_\_

Approximate Dates of Employment: \_\_\_\_\_

Phone# \_\_\_\_\_

Email Address or Mailing Address to where you would like GMCS to send:

\_\_\_\_\_

What information are you requesting?

*Note: The information provided on your verification is for your years of service with Gallup-McKinley County Schools. It will only include your position, start/end dates, and full/part time status.*

Employee's Printed Name	Employee's Signature
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\_\_\_\_\_ Check here if the out of district form is attached.

All Verifications need to be researched therefore this request can take up to 10-15 business days depending on the time of the request. Please be patient and allow time for processing.

\*Retirees requesting for retirement verification must contact the New Mexico Educational Retirement Board at 866-691-2345.