## HEMPSTEAD PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

## PERSONNEL INQUIRY FORM



PERSONAL INFORMATION	
Date:	
Full Name:	Job Title:
Building Location:	Department:
Contact Number:	
REQUEST INFORMATION	
State the nature of your request:	
If your request is for a letter you must submit the following information:	
Name of Official:	Name of Company:
Address:	
Additional Comments:	
CERTIFICATION	
Signature:	