

Employment Verification



CUSTOMER SERVICE: 1-800-367-2884
(8AM – 9PM EASTERN TIME)
WEB SITE:
WWW.THEWORKNUMBER.COM

Please follow the instructions below for Charlotte-Mecklenburg Schools Verification of Employment & Income:

For Commercial Verifications such as:

- Mortgage
- Pre-Employment Screening
- Car Loan
- Property Leasing
- Applications for Credit, etc.

THE REQUESTING VERIFIER WILL NEED:

- Your company name- Charlotte Mecklenburg Schools
Or
- Your company code- 36017
And
- Employee Social Security Number

For Social Service Verifications such as:

- Medicaid
- SSI/SSDI
- SNAP
- TANF
- Child Support
- Public Housing, etc.

THE REQUESTING VERIFIER WILL NEED:

- Your company name- Charlotte Mecklenburg Schools
Or
- Your company code- 36017
And
- Employee Social Security Number



HRIS DEPARTMENT
TELEPHONE: 980-343-1900
(8AM-5PM EASTERN TIME)
FAX: 980-343-3124
EMAIL: HR@CMS.K12.NC.US

Please email or fax information to the HRIS department if you are requesting the following information:

CMS Letter Request for:

- Sliding Scale Program
- Teaching Experience, etc.

Other Requests:

- In-state or out-of-state Experience Verification Form
- Public Loan Forgiveness Form
- Teacher Loan Forgiveness Form
- Child Care Resources
- Purchase of Out-of-State Retirement Service Credit Form
- NC Withdrawing Retirement Contributions Form
- DOT Employment Verification Form, etc.

HRIS Will Need:

- Employee ID Number (Five Digit Number) or Last Four Digit of Social Security Number