



HEMPSTEAD PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
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HUMAN RESOURCES INQUIRY FORM

PRINT CLEARLY

Date: _____

Name: _____

Job Title: _____

Job Location: _____ Department: _____

Contact Number: _____

State the nature of your request. If your request is for a letter you must submit the following information noted below.

THE INSIDE ADDRESS:

Name of Official: _____

Name of Company: _____

Address: _____

Town: _____ State: _____ Zip Code: _____

COMMENTS:
