



EMPLOYMENT VERIFICATION

Jeffco Schools uses [The Work Number](#)® to provide automated employment and income verification for our employees. There are several options:

Option 1: Go online to <http://www.theworknumber.com>

Use a credit card or become a member to get instant Web verifications.

Option 2: Call 1-800-367-5690

Use a credit card or become a member to get a voiced or faxed verification in minutes.

To Obtain Proof of Employment Only:

1. Contact The Work Number by using one of the above options.
2. Follow the prompted instructions.

You will need the following information:

- Jeffco Schools Employer Code: 11015
- Employee's Social Security Number provided by the employee.
- Your PIN : Last 4 digits of your SSN and your birth year

To Obtain Proof of Employment Plus Income

Use the instructions for obtaining proof of employment.

You will need the additional information:

- A Salary Key/Authorization Code provided by the employee. (Employees may get a Salary Key by visiting www.theworknumber.com/employee or calling 1-800-367-2884.)

Special Instructions for Social Service Agencies

Registered Users:

Get verifications at www.theworknumber.com/socialservices or 1-800-660-3399.

Enter your registered fax number, if applicable, or other identifying codes.

Your verification will be faxed directly to this pre-registered fax number.

New Users :

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 5 minutes.

For additional questions or more information regarding the benefits of membership, please call:

The Work Number Client Service Center
Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)