

# WATERFORD SCHOOLS VOICE MAIL APPLICATION

PLEASE USE THE SUBMIT BUTTON AT THE BOTTOM TO  
SEND YOUR REQUEST.

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

BUILDING ASSIGNMENT: \_\_\_\_\_

POSITION HELD:  
\_\_\_\_\_

\*\*\* You should receive a document at your building of assignment within 2 weeks with your Voice Mail Number and instructions of use.

## FOR DATA OFFICE USE:

VOICE MAIL NUMBER ISSUED: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

DATE ISSUED: \_\_\_\_/\_\_\_\_/\_\_\_\_

BOX TYPE ISSUED:            DID            INTEGRATED            REGULAR

VOICE MAIL SYSTEM OPEN DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATA BASE ENRTY DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PERSONNEL HRD SCREEN DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_