



**EMPLOYMENT  
VERIFICATION FORM**  
*(To be completed by employer)*

This is to verify \_\_\_\_\_  
(Print Employee Name)

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ has worked at  
*(Full Birthday and Social Security number are required for participation in this program)*

Center Name: \_\_\_\_\_

License #: \_\_\_\_\_ License Type (please circle): I II III

Center Physical Address:

Center Mailing Address: (if different)


Enter the hire date at this facility for the employee named above, in the appropriate column below:

Type of Experience:	administrative	classroom	other
Hire Date:	____/____/____	____/____/____	____/____/____
Termination Date (if any):	____/____/____	____/____/____	____/____/____

Enter the **number** of current hours **per week** spent in each job area(s) (not to exceed 40 hours):

\_\_\_\_ Director      \_\_\_\_ Assistant Director      \_\_\_\_ Lead Teacher  
 \_\_\_\_ Assistant Teacher      \_\_\_\_ Other \_\_\_\_\_

**To meet state requirements an employment verification must be signed/verified by someone other than yourself. A director's employment verification can be signed by the owner of the center, a spouse, an assistant director, a lead teacher, or other administrative personnel in the organization.**

*I certify that the above information is true and correct.*

\_\_\_\_\_  
(Print Director/Center Representative's Name)

\_\_\_\_\_  
(Director/Center Representative's Signature)

Director phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
(Date Signed)

Director Email address \_\_\_\_\_

**Your private information is not shared outside the Louisiana Department of Education and its affiliates.  
This form is required for all LA Pathways members.**

**Return to:**

Louisiana Pathways  
Attention: Career Development  
1800 Warrington Place  
Shreveport, LA 71101-4425  
(800) 245-8925 318-677-3163

In order for information to be processed in a timely manner for **School Readiness Tax Credit** eligibility, documentation should be **received or postmarked by December 31** of the current tax year.