



## Child Care Employment Verification Form

### AUTHORIZATION:

To Whom It May Concern:

I hereby authorize you to provide any information in your possession regarding my job performance, length of employment and character to: Pre-K Kids Learning Center.

Employee's Signature: \_\_\_\_\_

### VERIFICATION:

Name of Employee: \_\_\_\_\_ SSN: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

1. Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

2. Number of hours worked per week: \_\_\_\_\_

3. Position Title: \_\_\_\_\_

4. Duties & Responsibilities: \_\_\_\_\_

5. Additional Comments (optional): \_\_\_\_\_

Verifier's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY**

Total hours per Week \_\_\_\_\_ x 4.33 weeks per month = \_\_\_\_\_

Total hours per Month \_\_\_\_\_ x \_\_\_\_\_ no. of months per year = \_\_\_\_\_

Total hours \_\_\_\_\_ ÷ 1250 hours/years = \_\_\_\_\_ Years