

Employment Verification Form for:

Employee's Name:

First Name

Last Name

Place of Employment:

Address of Employment:

Employer's Telephone Number

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I authorize the release of this information and give permission to the Early Learning Resource Center (ELRC) to verify all information contained in this form.

X _____

Employee's Signature

Date

THIS SECTION MUST BE COMPLETED BY THE EMPLOYER

Employer Identification Number (EIN):

EMPLOYEE INFORMATION:

Employee's Job Title:

Is the above-mentioned employee newly hired: Yes No

Employment Start Date: / /

EMPLOYMENT INCOME:

HOURLY RATE:

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AVERAGE DAILY TIPS:

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GROSS PAY:

\$

NEXT PAY DATE:

/ /

FREQUENCY OF PAY:

Weekly Bi-Weekly (26 pays/year) Twice a Month (24 pays/year) Monthly

THE EMPLOYEE: Receives pay stubs Does not receive pay stubs Receives pay in CASH Has access to pay information online via the following website: _____

EMPLOYMENT SCHEDULE (Please indicate the days and hours the employee works and indicate whether the hours occur during A.M. or P.M.)

NOTE: If the schedule varies, please give a 4-week sample schedule.

Table with 4 columns: WEEK ONE, WEEK TWO, WEEK THREE, WEEK FOUR. Each column contains days of the week (Mon-Sun) with time slots (A.M./P.M.) and a TOTAL # HOURS/WEEK field.

Effective Begin Date of Schedule change: / /

EXTENDED LEAVE

Is the employee on extended leave (maternity, disability, etc.)? Yes No

Effective begin date of extended leave: / /

Date returned from extended leave: / /

TEMPORARY/SEASONAL EMPLOYMENT

Is the employee considered to be a temporary hire? Yes No

If the employee is considered a temporary hire, what is the last date of guaranteed employment? / - / -

If the employee is seasonal, please give: Last day of work before break: / /

Expected date of return following break: / /

I understand that the information I am providing will be used to determine the above-named employee's eligibility for subsidized child care.

X _____

Employer's Signature

Date

Please Print your name: _____ Job Title: _____

Employee Verification Form

Dear Employer:

One of your employees has requested assistance paying his/her child care costs. We must verify his/her employment with you. This information will help us determine if this employee is eligible for the subsidized child care program. The form can be returned to the employee or mailed directly to the Early Learning Resource Center (ELRC).

An authorized COMPANY REPRESENTATIVE (not the employee) must complete this form.

We must have an accurate record of your employee's work schedule. Please complete the information on the back of this page. It is very important that the hours shown are specific and defined as either A.M. or P.M. (For example, 7:30 a.m. – 3:30 p.m.). If the employee's schedule varies, please give a 4-week sample schedule. **You do not need to give a 4-week sample schedule unless the employee's schedule varies from week to week.**

Thank you for your time and assistance. If you have any questions about how to complete this form, please contact the ELRC listed below.

ELRC Region 3:
139 Rieger Road
Butler, PA 16001
Phone: 724-285-9431
Toll Free: 1-888-864-1654
Fax: 724-285-7320
Serving: Armstrong, Beaver, Butler, Lawrence and Indiana Counties