

Employment Verification Form for:

Employee's Name: _____

First Name _____

Last Name _____

Place of Employment:

Address of Employment:

Employer's Telephone Number _____

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: \$ _____

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.

WEEK ONE	Dates: from _____ to _____	WEEK TWO	Dates: from _____ to _____	WEEK THREE	Dates: from _____ to _____	WEEK FOUR	Dates: from _____ to _____
Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M	Mon. from _____ A.M/P.M to _____ A.M/P.M
Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M	Tues. from _____ A.M/P.M to _____ A.M/P.M
Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M	Wed. from _____ A.M/P.M to _____ A.M/P.M
Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M	Thur. from _____ A.M/P.M to _____ A.M/P.M
Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M	Fri. from _____ A.M/P.M to _____ A.M/P.M
Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M	Sat. from _____ A.M/P.M to _____ A.M/P.M
Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M	Sun. from _____ A.M/P.M to _____ A.M/P.M
TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____	TOTAL # HOURS/WEEK: _____

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 6 – Franklin County
533 South Main Street
Chambersburg, PA 17201
717-263-6549
1-800-682-5702
Fax: 717-263-7060