



Employment Verification

Child's Name: _____

Desert Preschool Academy may provide childcare services to parent listed below. In order to document eligibility and need, we are required to obtain the following information from the employer.

PARENT RELEASE OF INFORMATION	
I, _____ hereby authorize you to provide Desert Preschool Academy with the following information.	
_____	_____
Parent Signature	Date
TO WHOM IT MAY CONCERN (to be filled out by the employer)	
This is to certify that _____ is employed by _____ (Employee Name)	
Starting date of employment: _____	
How often is employee paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Every two weeks <input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly	
Employee is: <input type="checkbox"/> A salaried employee: \$ _____ per month <input type="checkbox"/> An hourly employee: \$ _____ per hour	
Does employee work overtime hours? <input type="checkbox"/> Yes, specify hours per week _____ <input type="checkbox"/> No	
What date was the last salary increase: _____	
What is the earliest possible date of next salary increase? _____	
WORK SCHEDULE (to be filled out by the employer):	
SET SCHEDULE (if the parent's fixed days and hours of employment):	

SUN:	MON:	TUE:	WED:	THU:	FRI:	SAT:
From: _____	From: _____	From: _____	From: _____	From: _____	From: _____	From: _____
To: _____	To: _____	To: _____	To: _____	To: _____	To: _____	To: _____

VARIABLE SCHEDULE (if the parent's days and hours of employment fluctuate):	
Minimum hours per week: _____	Maximum hours per week: _____
Indicate days employee may be scheduled: Sun: ___ Mon: ___ Tue: ___ Wed: ___ Thu: ___ Fri: ___ Sat: ___	

Employer/Supervisor Name: (please print) _____

Address: _____

City, State, Zip: _____

Telephone: _____

Signature of Employer/Supervisor: _____ Date: _____

FOR OFFICE USE ONLY: Verified by: _____ Date: _____ Verified With: _____ Position: _____

I certify under penalty of perjury under the laws of the State of California and the United States that the above is true and correct.