

EMPLOYMENT VERIFICATION

PARENT OR GUARDIAN RECEIVING PRESCHOOL OR EARLY CARE SERVICES

NOTE: When applicable, this form is to be completed with form CD9600
 Please print or type information no white out. Form not accepted
with white out!

INSTRUCTIONS

Determining eligibility for Preschool or Early Care services requires that the parent or guardian do the following:

1. Complete all the information requested from parent/guardian who will receive services.
2. When completed take this form to your employer to complete,
3. Request that your employer or designee verify the days & hours of work, by signing form.
4. This form must be submitted in order to determine need for eligibility of services.

AGENCY

UNITED FAMILIES, INC. – PRESCHOOLS & EARLY EDUCATION CENTERS
 1561 S. 4TH STREET – EL CENTRO, CA 92243
 TELEPHONE (760) 336-8922 FAX (760) 336-8925

CENTER	CHILD'S NAME	CHILD'S NAME
PARENT/GUARDIAN (LAST, FIRST, MI)	TELEPHONE	EMAIL
STREET ADDRESS	CITY	ZIP

EMPLOYMENT INFORMATION

EMPLOYER	DAYS OF OPERATION	HOURS OF OPERATION	TELEPHONE
STREET ADDRESS	CITY		ZIP
DATE EMPLOYED	PAY (HRLY /SALARY)	OVERTIME RATE	OTHER PAY (TIPS, BONUS, COMMISSION, ETC.)
			EMPLOYEE IS PAID: PLEASE FILL IN CIRCLE Weekly, Bi-Weekly, Twice a Month, Monthly <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

WORK SCHEDULE

(IF SCHEDULE VARIES PLEASE GIVE ESTIMATED TIMES AND HOURS PER DAY.)

DAYS WORKING	TIME IN	LUNCH/BREAK	TIME OUT	HOURS PER DAY
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTAL HOUR PER WEEK				
EMPLOYER COMMENTS				

I AUTHORIZE MY EMPLOYER TO RELEASE THE ABOVE INFORMATION; I ALSO UNDERSTAND THAT UNITED FAMILIES, INC. CAN CALL TO VERIFY EMPLOYMENT STATUS AT ANYTIME.

SIGNATURE OF PARENT/GUARDIAN	PLEASE PRINT NAME	DATE
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AS AN AUTHORIZED REPRESENTATIVE OF THE ABOVE EMPLOYER, I AM CERTIFYING UNDER PENALTY OF PERJURY OF LAW THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF AUTHORIZED EMPLOYER REPRESENTATIVE	PLEASE PRINT NAME	DATE
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OFFICE USE ONLY

DATE	TIME	PRINT NAME	SIGNATURE
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NOTES (USE BACK OF SHEET FOR ADDITIONAL NOTES)