



Early Care & Education

CSPP - PRESCHOOL

Child Name: _____ Center Name: _____

EMPLOYMENT VERIFICATION

AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION COMPLETED BY PARENT/GUARDIAN

EMPLOYER'S INFORMATION (Print)

Employee First and Last Name (Print) Company Phone Number
Company Business Name Company Contact Name Fax Number
Company Street Address City Zip Code
Company Usual Business Days & Hours

Fresno EOC has permission to contact my employer to verify my employment & income information.
Fresno EOC tiene permiso para contactar a mi empleador para verificar mi informacion de empleo y ingresos.

Employee Signature _____ Date _____

- Employer refused to provide requested employment Information.
Contacting my employer would adversely affect my employment.

EMPLOYMENT INFORMATION: completed by employer or by telephone with CSPP Liaison

In order to provide child care & development services to your employee, we must have verification of their employment. If you have any questions about the completion of this form, please contact a CSPP Liaison at (559) 263-1251 or 263-1295.

SET SCHEDULE - Please specify the employee has set work schedule for each day (Example: Monday 8am-5pm)

Table with 7 columns: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

VARIABLE SCHEDULE - Please specify the employee's variable work schedule. Possible days the employee may work

Table with 7 columns: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Earliest work start time: _____ Latest work end time: _____ Number of hours worked per day: _____

Does the employee work overtime: Never Often Occasionally?

EMPLOYEE WAGE INFORMATION:

Paid by: Paycheck Cash Personal Check Pay Rate: \$ _____ per _____
Pay Period: Daily Weekly Every-two weeks Twice-per month Monthly

Does employee receive any of the following: Overtime Commission Tips Bonus None?

Name of Person Completing Form _____ Signature _____ Date _____

Thank you for completing this form and return form by Fax or by mail.

Fax: (559) 262-1677

Mail: Fresno EOC State Preschool, 1920 Mariposas Street, Suite 200, Fresno CA, 93721

Attention: Helen Uyeda