



EMPLOYMENT VERIFICATION FORM

(To be completed by employer)

Original signature is required
Please use colored ink and mail or email
DO NOT FAX THIS DOCUMENT

This is to verify _____
(Print Employee Name)

Birth date: ____/____/____ Social Security No: ____ - ____ - ____ has worked at
(Full Birthday and Social Security number are required for participation in this program)

Center Name: _____

License #: _____ License Type (please circle): I II III

Center Physical Address: _____ Center Mailing Address: (if different)

Employee named above has the following experience in the facility named above:

Type of Experience:	administrative	classroom	other
Hire Date:	____/____/____	____/____/____	____/____/____
Termination Date (if any):	____/____/____	____/____/____	____/____/____

Enter **current hours per week** spent in each job area(s) (not to exceed 40 hours):

____ Director ____ Assistant Director ____ Lead Teacher
____ Assistant Teacher ____ Other _____

To meet state requirements an employment verification **must be signed/verified by someone other than yourself**. A director's employment verification can be signed by the owner of the center, a spouse, an assistant director, a lead teacher, or other administrative personnel in the organization.

I certify that the above information is true and correct.

(Print Director/Center Representative's Name)

(Director/Center Representative's Signature)

Director phone: (____) _____

____/____/____
(Date Signed)

Director Email address _____

Instructions

Verify each applicable item on a separate form (make copies of this form as necessary)

- 1) Current child-related work experience 2) Previous child-related work

**Your private information is not shared outside the Louisiana Department of Education and its affiliates.
This form is required for all LA Pathways members.**

Return to:

Louisiana Pathways
Attention: Career Development
1800 Warrington Place
Shreveport, LA 71101-4425
(800) 245-8925 318-677-3163

In order for information to be processed in a timely manner for **School Readiness Tax Credit** eligibility, documentation should be **received or postmarked by December 31** of the current tax year.