

Employment Verification

Instructions: Determining eligibility for child development services requires that you as the enrolling parent or guardian do the following:

1. Fill out the top portion of this form and sign the bottom.
2. When completed, take this form to your employer.
3. Have your supervisor verify your schedule and salary and sign the bottom.
4. Return this form to Kidango to ensure that your childcare services are not disrupted.

Parent's or Guardian's Name: _____
last
first
middle

Address: _____
street
city
zip code
phone number

Employer Name: _____ Phone Number: _____

Address: _____
street
city
zip code

Hire Date: _____ Part-time Full-time (circle one)

Last Date of Employment _____

Work Schedule

Day	Start Time	End Time
Monday	a.m./p.m.	a.m./p.m.
Tuesday	a.m./p.m.	a.m./p.m.
Wednesday	a.m./p.m.	a.m./p.m.
Thursday	a.m./p.m.	a.m./p.m.
Friday	a.m./p.m.	a.m./p.m.
Saturday	a.m./p.m.	a.m./p.m.
Sunday	a.m./p.m.	a.m./p.m.

Is this a permanent schedule? Yes No (circle one)

If no, this schedule will change (circle one): Daily Weekly Monthly

The next new schedule will be made on: _____ (date)

Salary Verification

Employee is paid \$ _____ (circle one) per hour per week bi-weekly per month semi-monthly

Under penalty of perjury, I attest that the contents of the foregoing statement are true and correct to the best of my knowledge. I authorize Kidango to contact my employer.

Print name and title of supervisor

Signature of supervisor Date

Signature of parent/guardian Date

(See reverse side for Communication Log)

Verbal confirmation with employer of parent's/guardian's eligibility information.

Employer Name	Verified with:	Verified by:
_____	_____	_____
	Name Date	Kidango Staff Name



Parent Self Declaration

Under penalty of perjury, I attest that a request for employer documentation would adversely affect my employment. I attest that the contents of the foregoing are true and correct to the best of my knowledge.

Signature of parent/guardian: _____ Date: _____



Kidango Use Only:

I attest to the reasonableness of the parent's assertion and the reasonableness of the days and hours of employment based on the description of the employment and community practice.

Signature/Title: _____ Date: _____