

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY TPS ADMINISTRATION AND EXECUTED BY PARENT/GUARDIAN

TO: (Name & address of employer)

Date: _____

Applicant Name

Social Security Number

I hereby authorize release of my employment information.

Signature of Applicant

Date

The individual named directly above is an applicant of a financial aid program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Principal, Chris Chavannes

Return Form To:

The Patrick School
397 Columbia Avenue
Hillside, NJ 07205

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes ___ Date First Employed _____ No ___ Last Day of Employment _____

Current Wages/Salary: \$ _____ (check one)
 hourly weekly bi-weekly semi-monthly monthly yearly other

Average # of regular hours per week: _____ Year-to-date earnings: \$ _____ from: ___/___/___ through: ___/___/___

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$ _____ per hour Average # of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (check one)
 hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____ ; Effective date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature

Employer's Printed Name

Date

Employer [Company] Name and Address

Phone #

Fax #

E-mail

NOTE: The party requesting proof of income may accept your Form 1099-G, which the state workforce agency uses to report unemployment compensation to the Internal Revenue Service and state taxation agency. The form shows the amount of benefits you received during the most recent tax year and the amount of taxes withheld. You may be able to get a copy of your 1099-G by logging into your online unemployment account or calling or visiting the unemployment agency.