



Current Client

New Applicant

TWIST ID:

EMPLOYMENT VERIFICATION FORM

You have reported that you are currently employed by _____. In order to verify your employment, please give this form to your employer and ask them to supply the respective information.

You are responsible for mailing or faxing the items to us. These items may be faxed to 325-795-4369. **Please call to verify we received the items.**

I, _____, give my employer permission to provide Child Care Services verification of employment, salary, and work schedule at any time.

Client Signature

1. Is _____ employed by you? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. *Social Security _____ Date Hired ____/____/____
3. How often is this person paid? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
4. Is employee scheduled at least 25 hours a week? <input type="checkbox"/> Yes <input type="checkbox"/> No Hours Per Week _____ Rate \$ _____
5. Is there any overtime pay? <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely <input type="checkbox"/> Never
6. Please estimate the overtime pay for one month. _____
7. If tips are received estimate amount received weekly. _____

THE TABLE BELOW MUST BE COMPLETED WHEN THE EMPLOYER DOES NOT PROVIDE CHECK STUBS
LAST FOUR CONSECUTIVE WEEKS

DATE PAY PERIOD ENDED	DATE RECEIVED PAY	HOURS WORKED	HOURLY WAGE OR SALARY	GROSS PAY

COMMENTS (i.e., any change in employee's status during the next few months, etc):

Signature/Title of Person Providing This Information

Date

Address

City, State, Zip

Telephone Number

W-V Revised 02/04/15

*this information is voluntary
*esta información es de carácter voluntario

Workforce Solutions of West Central TX/Child Care Services is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available, upon request, to individuals with disabilities. Relay Texas: 1-800-735-2989 or 1-800-735-2988 (Voice).