



# BAUGO COMMUNITY SCHOOLS

Small School Feel ~ World Class Education

29125 County Road 22 West - Elkhart, Indiana 46517 / Phone 574-293-8583 / Fax 574-294-2171

## SAMPLE EMPLOYMENT VERIFICATION FORM

Date:

To Whom It May Concern:

Please accept this letter as confirmation that the student listed below has been hired by our company and has work for at least ninety (90) days while averaging ten (10) hours of work experience per week.

Student's Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Company: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

In the event you should have any questions or need additional information please contact us.

Supervisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_