



**Workforce Solutions Child Care Services**  
 2002 W Loop 289 STE 117, Lubbock, TX 79407  
 806-744-3572 or 800-658-6284

## New Employment Verification

**I (parent/guardian) \_\_\_\_\_ give my permission for my employer to release the below information to Child Care Services. I also understand that this form is for new employment only. Future verification must be copies of check stubs and work schedules.**

**Below to be filled out by Human Resources, Payroll Department or Direct Supervisor:**

**This form is solely used to determine eligibility for a parent/caretaker who needs child care assistance. Please completely fill out the information below, the chart on the back, and sign the form and give to the parent to return to CCS.**

Name of Parent/Guardian: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employer/Business Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

**Work Schedule (Use the chart on the back. Days of the week and times of day are required.)**

Scheduled number of hours per week: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Average overtime hours per week: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Number of hours with shift deferential per week: \_\_\_\_\_ Additional pay: \_\_\_\_\_

Commission pay: \$ \_\_\_\_\_ weekly \$ \_\_\_\_\_ monthly

Bonus pay: \$ \_\_\_\_\_ weekly \$ \_\_\_\_\_ monthly

Pay periods are: <sup>(Circle One)</sup> weekly every 2 weeks twice a month monthly  
 other (specify) \_\_\_\_\_

Does the income information provided include any unusual circumstances? <sup>If Yes please explain</sup> \_\_\_\_\_

Printed name of person providing employment information: \_\_\_\_\_

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

Direct Telephone Number: \_\_\_\_\_

Schedule for: \_\_\_\_\_

Is this schedule permanent? \_\_\_\_ If not, please explain. \_\_\_\_\_

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Schedule for the week of \_\_\_\_\_ .

	IN	OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Schedule for the week of \_\_\_\_\_ .

	IN	OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Schedule for the week of \_\_\_\_\_ .

	IN	OUT
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		