

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Directions: \*Complete ONE FORM for **EACH employer** during the last 48 months (4 years).

**WORK EXPERIENCE INFORMATION:**

Employer: \_\_\_\_\_

Start Date (mm/dd/yy): \_\_\_\_\_

End Date (mm/dd/yy): \_\_\_\_\_

Does your employer consider you full-time? YES \_\_\_\_\_ NO \_\_\_\_\_

How many HOURS do you work per WEEK? \_\_\_\_\_

**REQUIRED DOCUMENTATION GUIDELINES:**

You must provide an **EMPLOYMENT VERIFICATION LETTER** from each employer confirming employment and bring this to your first appointment. The following guidelines must be followed in order to process your application:

1. The document must be on a LETTERHEAD indicating it is an official document from your employer.
2. The document must include:
  - a. YOUR NAME
  - b. START DATE (month, day and year)
  - c. END DATE (month, day and year)
  - d. If you are FULL-TIME or not

DOCUMENTS TURNED IN WITHOUT THIS INFORMATION WILL NOT BE ACCEPTED.