



AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION

Completed by Parent/Guardian (Full Day and Part Day Program)

Student's Name _____

Employee Name _____

Company Phone Number _____

Company Business Name _____

Company Contact Name _____

Company Address _____

City _____

Zip code _____

Fresno Unified School District/Early Learning Department has permission to contact my employer to verify my employment & income information. I swear under penalty and perjury, to the best of my knowledge, that the above statements are true and correct.

Employee Signature _____

Date _____

To be Completed by Employer (Human Resources/Payroll Department)

Full Day Program Only. Form may be submitted by email: earlylearning@fresnounified.org

In order to provide child care and development services to your employee, we must have verification of their employment. If you have any question about the completion of this form please contact our Early Learning Enrollment Center at (559) 457-3416.

Specify if the employee works a set or variable schedule:

Set Schedule – Please specify the employee’s set work schedule for each day. (Example: Monday 8am - 5pm)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Variable Schedule – Please specify the employee’s variable work schedule.

Possible days the employee may work (Circle all that apply: M T W TH F Sa Su)

Earliest work start time: _____ Latest work end time: _____

Maximum number of hours worked per day: _____

Specify the employee’s wage information:

Paid by: Paycheck Cash Personal Check

Pay Period: Daily Weekly Every two weeks Twice per month Monthly

I hereby declare or affirm under penalty of perjury that all the above information is true and correct, that I could and would so testify under oath, if called to do so before any tribunal or officer empowered by the laws of this state to administer oaths.

PLEASE NOTE: “Perjury is punishable by imprisonment in the state prison for two, three, or four years”—PC Section 126

Name of Person Completing Form

Title

Signature

Date