



Employer Verification Instructions

Pima Community College-Division of Nursing

PURPOSE:

To ensure that student applying to nursing programs requiring evidence of employment have confirmation evidence that the work requirement has been met.

INSTRUCTIONS:

All students who require evidence of employment must complete the following steps:

1. Alert the employer that verification of employment is necessary for the program.
2. Request a letter from a supervisor/administrator at the place of employment with the authority to verify employment. The letter must be on official company letterhead and **MUST** contain all of the following:
 - a. The student's (employee) name.
 - b. Date the letter was written.
 - c. Agency name.
 - d. Address of the agency.
 - e. Agency phone number.
 - f. Dates of the employee's employment (include start and end date).
 - g. Job title/position.
 - h. Number of hours worked at the agency.
 - i. The letter must state if the employee is currently employed at the agency or if they are eligible for rehire if they are not currently employed.
 - j. Signature of agency authority, printed name, and title.

The letter will be turned in with the student's application for admission to the program.