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. Number of hours worked at the agency.
   h. 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.
   i. Signature of agency authority, printed name, and title.

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