

Employment Confirmation

(To be completed by the Employer)

Employee's Name: _____

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Please confirm the following information:

Job Title: _____

Start Date: _____

Date of First Pay: _____

Hours per Week: _____

How Often Paid: Weekly Bi-Monthly Monthly Other _____

Rate of Pay: \$ _____

(Attach Employer's Business Card)

Name of Employer

Signature of Employer

Date

Work Confirmation Criteria

1. Guests must be registered with The Mustard Seed
2. Guests must have secured a permanent job (temporary jobs do NOT qualify)
3. Employment Confirmation must be filled out and signed by the employer, and must include a business card
4. **We do not accept** Employment Confirmations from Temp Agencies or Staffing agencies
5. If you have received work boots/clothing from The Mustard Seed in the past year, you may not qualify due to limited amounts of donations

The Mustard Seed Employment Program staff reserves the right to contact the employer to confirm the details of your employment.