GWY.Ə DƆP
CHEROKEE NATION®
Child Care & Development

P.O. Box 948
Tahlequah, OK 74465
(918) 453-5300 Main Phone
(918) 458-7616 Main Fax
(918) 458-4446 Subsidy Fax

EMPLOYMENT VERIFICATION

Please mail all requests to Attn: Subsidy Program

Catoosa Office	Sallisaw Office	Stilwell Office	Pryor Office
701 W. Rollins Street	100 E. Choctaw Ave.	406A W Locust St	6789 US 69
Catoosa, OK 74015	Sallisaw, OK 74955	Stilwell, OK 74960	Pryor, OK 74361
918-266-5626	918-775-6226	918-696-5531	918-824-4533
Fax: 918-266-3676	Fax: 918-775-3809	Fax: 918-458-4446	Fax: 918-824-4548

Section 1: To be completed by employee:

Client Name:	Employee #:
Street Address:	Last 4 SS #:
City, State, Zip:	Phone #:
Signature:	Date:

I have applied for child care services through Cherokee Nation. My signature above authorizes release of the information requested below. All information is considered confidential and private and will be used by this office to determine eligibility.

Section 2: To be completed by employer:

Verification of employment is requested for the above person.

Date of Hire: _____ Position Title: _____

Current Salary: _____ Hourly Wage: _____

How Often Paid: ☐ Weekly ☐ Bi-Weekly ☐ Twice a Month ☐ Monthly

Employment Status: ☐ Employed ☐ Not Employed ☐ Self-Employed

Total number work hours scheduled per week: _____

Work Schedule: _____

Employer Name: _____Phone: _____

Address: _____
Street *City* *state* *zip code*

_____ _____
Authorized Person's Printed Name *Authorized Signature*

_____ _____
Authorized Person's Title *Date*