

Prime Time Scholarship Program Employment Verification

A staff member at your program has submitted a Prime Time scholarship application. Prime Time Palm Beach County offers scholarship opportunities for practitioners who may be interested in pursuing certificate or degree courses or attending national/state conferences that are specific to the out-of-school time field. Your staff member indicated that you are authorized to provide employment verification. Please complete the following information and fax this form to 561-327-4882 or e-mail it to ntarsia@primetimepbc.org in order that Prime Time may continue to process your staff member's scholarship application.

Scholarship Applicant's Name: _____

Please provide the name of the staff member in the email you were sent (do not include your name).

Does this staff member work 10 or more hours per week at your out-of-school time program? Yes No

Out-of-School Time Program Name: _____

I am the out-of-school-time program director, supervisor, principal or person authorized to provide employment verification. I attest that the information I have provided is true and correct. In addition, in the event my employee is awarded a scholarship I agree to notify Prime Time of any changes in my employee's work status, especially if he/she is no longer employed at the out-of-school-time program.

Authorized Supervisor's Printed Name

Authorized Supervisor's Signed Name

Job Title

Date

Fax this form to 561-327-4882. If you have any questions, please contact Nicole Tarsia, Professional Development Scholarship and Incentives Specialist, at ntarsia@primetimepbc.org or 561-600-9527.