

August 2018

Dear Employer or Business Representative:

As part of the Indiana Graduation Pathways, Blackford High School (BHS) students are encouraged to learn employable skills and prepare for entering the workplace by obtaining employment while still enrolled in high school. In order for a student to obtain documentation regarding his or her employment status, we are requesting that you complete the attached Employment Verification form for our student.

This is only a Verification of Employment dates not a recommendation letter. Please complete the form even if the student has left employment with your company.

We appreciate your time in assisting our student with documenting their work experience with your company. Please complete the attached form and return it to us by giving it to the student, mailing it to us at the address listed below, or by e-mailing the form to us at varmstrong@blackfordschools.org. Mail to BHS Guidance Department, 2392 North State Road 3, Hartford City, IN 47348.

If you have any questions or concern, please contact myself or Karen Mealy at 765-348-7560.

Sincerely,

Scott Shimer

Scott Shimer, Principal

Blackford High School

**Blackford County Schools**

**Our Mission:**

**Educating Students,**

**Changing the World**

**Administrative Office**

**Chad Yencer**

*Superintendent*

**Greg Elkins**

*Assistant Superintendent*

**James Trinkle II**

*Special Services Coordinator*

0668 West 200 South

Hartford City, IN 47348

Phone: 765.348.7550

Fax: 765.348.5361

www.bcs.k12.in.us

**Blackford High School**

**Scott Shimer, Principal**

Phone: 765.348.7560

**Blackford Junior**

**High School**

**Casey McVicker, Principal**

Phone: 765.348.7590

**Montpelier School**

Grades K-6

**Jim Fox, Principal**

Phone: 765.728.2402

**Northside School**

Grades 4-6

**Kevin Biddle, Principal**

Phone: 765.348.7595

**Southside School**

Grades K-3

**Craig Campbell, Principal**

Phone: 765.348.7584



EMPLOYER VERIFICATION LETTER

To Blackford High School Guidance Department:

Please accept this letter as confirmation that the student listed below has been employed by our company.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/Year Hired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/Year Exited or list as *Still Employed*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Corporation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Verification Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have questions or need additional information, please contact our company at the telephone number or e-mail address listed above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_