

# Verification of Employment

The Waukesha County Technical College Nursing Department requires verification of employment in order to permit students to take the LPN to Nursing Bridge program. One year of occupational work experience (2000 hours) as a Licensed Practical Nurse is required to be admitted into the LPN to Nursing Bridge program. Complete a separate form for each employer.

**STUDENT: Please complete the following authorization section and send this form to your current or former employer.**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Student ID number: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I hereby authorize the above-named employer to furnish Waukesha County Technical College with the information requested below.

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

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### TO BE COMPLETED BY EMPLOYER

EMPLOYER: Please verify the student's current or former employment by completing the section below and return to the WCTC Admissions Office.

1. The above named person was employed at this company from: \_\_\_\_\_ to \_\_\_\_\_

2. What was the number of hours of employment per week? \_\_\_\_\_ Total hours worked? \_\_\_\_\_

3. Job Title: \_\_\_\_\_

4. Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

**Please return completed form by email, fax, or mail:**

**Email: [admissions@wctc.edu](mailto:admissions@wctc.edu)**

**Fax: 262.691.5123**

**Mail: Office of Admissions**

**Waukesha County Technical College**

**800 Main Street, Pewaukee, WI 53072**

