



HAMBURG AREA SCHOOL DISTRICT

Letter Guaranteeing Full-Time Employment

Sustained full-time employment is work that averages minimally 30 hours per week or 130 hours per month. Full-time employment should be scheduled to commence no later than 30 calendar days after the date of high school graduation.

In lieu of full-time employment, students may provide verification of military enlistment.

The following information should be provided to satisfy this requirement.

STUDENT INFORMATION

Student Legal Name (First, Last):

Student ID:

Date of Application:

Anticipated Date of Graduation:

I am aware of employment resources available (e.g., CareerLink) and accept the below/attached offer(s) of employment in good faith.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

EMPLOYMENT INFORMATION

Name of Employer:

Employer Identification Number (EIN):

Address:

Anticipated Work Hours and Days Per Week:

Start Date:

If applicable, identify conditions of employment:

Description of Work:

The employment information contained herein is accurate, criteria for employment have been met (or there are reasonable expectations criteria will be met), and the offer of position/contract has been extended in good faith.

Employer Signature:

Date:

ADMINISTRATIVE INFORMATION (Office Use Only)

Approved

Disapproved

The employment information contained herein meets requirements per PA Act 158 of 2018.

Advisor Signature:

Date: