



College of Instrument Technology / Heavy Equipment Driver

17156 Bellflower Blvd., Bellflower, CA 90706 (562) 925-1785 Fax: (562) 925-5855 www.HEDcollege.com

_____ Date:

Graduate Employment Verification Request

Dear Graduate:

In order to continue to receive the types of financial aid and grants that may have allowed you to receive training with us, we need to obtain employment and wage information from our graduates at various times after training has been completed: upon initial employment, at 6 months post-graduation, and at 12 months post-graduation. **This information is required for California Statistical Data, and to remain compliant with WIOA Fund allocation.**

We are requesting your hourly wage or annual salary equivalent below. We will also be reaching out to your employer for verification.

We appreciate your attention to this time-sensitive request.

Thank you,

Job Developer, College of Instrument Technology

Student completes this section when CIT training begins:

(please print clearly)

_____ Student Printed Name:

_____ Student Signature:

_____-_____-_____-
SSN:

_____ Student email:

_____ Student Phone:

Student completes this section once employed after graduation, and at 6 and 12 months of employment:

Please provide and/or verify the information below and make any necessary corrections.

Completed forms may be emailed to: **office@HEDcollege.com**, please attach most recent paystub if possible.

Company Name: _____ Company Phone: _____

Email: _____ Fax: _____

Address: _____

Please provide the following required information:

Date of hire: _____ Position: _____ Full time (please circle): Yes / No

Please complete the checked line:

- Start pay income: \$_____ per period: _____ (hourly/weekly/monthly/per mile, etc.)
- After training income: \$_____ per period: _____, Date: _____
- Income at 6 months: \$_____ per period: _____, Date: _____
- Income at 12 months: \$_____ per period: _____, Date: _____

CIT Graduate Signature: _____ Date: _____

CIT/HED has successfully placed 93%-100% of our graduates in training related jobs since 2010