Workforce Tuition & Relocation Reimbursement Program

Employment Verification

Dunn County Job Development Authority
Bridging People and Opportunities

According to the program guidelines, the employer is required to submit verification of employment after the employee's 60-day probationary period along with annual verification for three years post start date. If employee's status changes or their employment with the approved employer is terminated for any reason (other than death or disability) before the end of the commitment period., the employee must pay back funds based on a tiered schedule as follows:

0 - 12 months, 100% payback required
13 - 24 months, 50% payback required
25 - 35 months, 30% payback required

Employee Information	
Name of Employee:	
Position:	
Start Date:	
☐ Tuition Reimbursement ☐ Relocation Reimbursement	
60-Day Employment Verification	
I hereby declare that this emplyee is still employed full-time (32+ hours) under the same position as originally hired and has met the 60-day probationary period.	
Authorized Signature:	Printed Name:
Title:	Date:
Year 1 Employment Verification	
I hereby declare that this emplyee is still employed full-time (32+ hours) under the same position as originally hired.	
Authorized Signature:	Printed Name:
Title:	Date:
Year 2 Employment Verification	
I hereby declare that this emplyee is still employed full-time (32+ hours) under the same position as originally hired.	
Authorized Signature:	Printed Name:
Title:	Date:
Year 3 Employment Verification	
I hereby declare that this emplyee is still employed full-time (32+ hours) under the same position as originally hired.	
Authorized Signature:	Printed Name:
Title:	Date:
All program requirements have been met and the applicant has been released from further obligation.	
Carie Boster, Executive Director:	
Approved on:	