

Martin County Community Corrections
211 SE 1st Street
Loogootee IN 47553
Fax: (812) 295-4913

To: Area Employers

From: Director, Kathy Collins

Re: WEEKLY WORK VERIFICATION

The Community Corrections program requests that employers who have Community Corrections offenders in their employment complete the information and schedule below. This will aid us in maintaining accountability of participants and to ensure that there are no schedule problems.

Client's Name: _____

Monday Date _____ Times _____ AM/PM _____ AM/PM

Tuesday Date _____ Times _____ AM/PM _____ AM/PM

Wednesday Date _____ Times _____ AM/PM _____ AM/PM

Thursday Date _____ Times _____ AM/PM _____ AM/PM

Friday Date _____ Times _____ AM/PM _____ AM/PM

Saturday Date _____ Times _____ AM/PM _____ AM/PM

Sunday Date _____ Times _____ AM/PM _____ AM/PM

If the employer is at an establishment that serves, stores, or sells alcoholic beverages, it is the employer's responsibility to keep these items out of the client's possession, and prohibit the use of any alcoholic beverage while at the place of employment.

Name of Employer/Business: _____

Address of Employer/Business: _____

Employer or Supervisor Signature: _____

Telephone Number: _____

If you have any questions, please feel free to contact me immediately at 812-295-4911, or Fax 812-295-4913.

PLEASE, CONTACT US IMMEDIATELY IF THE ABOVE NAMED EMPLOYEE IS TERMINATED OR ABSENT FROM WORK FOR ANY REASON.