Southwestern Oregon Community College
& Oregon Consortium for Nursing Education

Work Experience Verification

Student/Employee Name_____ **Date**_____

Dear Employer/Supervisor/Human Resources Manager:

The above individual is planning to apply to the SWOCC Nursing Program. To earn 4 points in the selection process, the applicant must prove a minimum of 600 hours work experience in the past year of when this form has been signed. In order to receive those points, the applicant must provide official documentation and may submit documentation from more than one employer. We are asking you to assist this applicant with the process. Please do the following:

- Keep this form intact
- Fill in the requested information below
- Return to Student/Employee so they can submit with their application

The form must be received no later than 5pm, on the application deadline to earn points. If you have any questions, you may call the Nursing Program Assistant at 541-888-7443 or email amber.schiro@socc.edu. Thank you for your help.

To be completed by employer.

Can you verify that this applicant has worked in your facility? ☐ Yes ☐ No

Total Number of Hours Worked here as:_____ (Insert role) = _____ (Total Hours)

_____ **Printed Name and Title**

_____ **Signature of Supervisor/HR**

_____ **Facility**

_____ **Phone Number/Email**

Southwestern Oregon Community College is an equal opportunity employer and educator.