

# Onslow County Partnership for Children

900 Dennis Drive, Jacksonville, NC 28546 Phone: 910-938-0336 Fax: 910-938-0068

[www.onslowkids.org](http://www.onslowkids.org)

## WORK HOURS FORM

Dear Employer, \_\_\_\_\_ has applied for child care services from our agency. In order to determine how much child care is needed, we need you to provide us with some information:

**Please fill out this form in its entirety.** Be sure to list the employee's normal work schedule. Use the earliest and latest time expected to work. Please enter available hours if they vary from the employee's normal schedule. It is very important that you give the days and hours worked per week, the number of weekends per month, the rate of pay and how often the employee is paid.

Please sign, date, and return to the employee or you may fax it directly to the Onslow County Partnership for Children. This information will be used to set up the client's hours of care and determine the fee to the provider. Thank you for your cooperation.

### TO BE COMPLETED BY YOUR EMPLOYER:

Name of Business: \_\_\_\_\_

Date Employment Began/Resumed: \_\_\_\_\_

#### Normal Work Schedule:

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

#### Hours Available to Work if Varies:

(Earliest time and latest time employee will work)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Please answer the following questions:

How many days worked per week? \_\_\_\_\_

How many hours worked per week? \_\_\_\_\_

How many weekends worked per month? \_\_\_\_\_

What is the rate of hourly pay (to include tips and commission)? \_\_\_\_\_

How often paid (weekly, bi-weekly, monthly, semi-monthly)? \_\_\_\_\_

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Please Print Name)

\_\_\_\_\_  
Phone Number

#### Please return to:

Onslow County Partnership for Children  
Child Care Subsidy



Phone Number: (910)938-0336  
Fax Number: (910)938-0068

