

# Early Childhood Education Workplace Employment Confirmation

EMPLOYEE INFORMATION <small>Complete all fields</small>	
Current employment and the equivalent of a minimum of one year of full-time employment in a licensed early learning and child care centre (infant, preschool, or school age), licensed family child care home, or an approved alternate is required. If you have worked for more than one centre provide multiple forms verifying your years of experience.	
Employee's last name:	First name:
Type of employment: <input type="checkbox"/> Infant <input type="checkbox"/> Pre-school <input type="checkbox"/> School age <input type="checkbox"/> Licensed family child care home <input type="checkbox"/> Approved alternate	
<input type="checkbox"/> Current employee <input type="checkbox"/> Former employee	Average: # hours worked per day:_____ # days worked per week:_____
Employment start date:	Employment end date (if former employee):

EMPLOYER/SUPERVISOR INFORMATION <small>Complete all fields</small>	
Supervisor's last name:	First name:
Title:	Name of centre:
Phone #:	E-mail:
Address:	City and province:
Postal code:	Fax #:
Comments:	
I confirm the above information is true and correct.	
Supervisor's Signature _____	Date: _____

SUBMISSION DEADLINE ACCORDING TO ECE WORKPLACE PROGRAM START DATE	
<b>August Start Date</b> July 15	<b>January or February Start Date</b> December 1

SUBMISSION INSTRUCTIONS			
<b>Upload Through Your Future Student Account</b> <ul style="list-style-type: none"> <li>• Scan this form and save the file</li> <li>• Go to <a href="http://www.rrc.ca/apply">www.rrc.ca/apply</a> and log in</li> <li>• Click on your application, then Supplemental Items &amp; Documents</li> <li>• Find the Volunteer/Work Experience Hours item - click on Browse</li> <li>• Find the file you saved and double click on it</li> <li>• Click on Upload. Status should read received 'Received'</li> </ul>	<b>Fax</b> 204-697-4738	<b>Mail</b> ECE Program Admissions Officer Red River College D105-2055 Notre Dame Ave. Winnipeg, MB R3H0J9	<b>In-Person</b> Student Service Centre Notre Dame Campus or Exchange District Campus or your Regional Campus