How to Provide Proof of Employment

What type of Proof of Employment do I need to provide?

To qualify for the Robert Alexander Scott Scholarship, you, your spouse, or your parent/guardian must be currently employed at a winery, vineyard or vineyard management company and provide proof of employment. You will need to contact the Human Resources Department of the employer and request an Employment Verification Letter. This letter must include all of the following details:

- Employer Company Name
- Employer Business Address
- Employer Contact Name
- Employer Contact Phone Number
- Employer Contact Email
- Employee Name
- Employment Dates
- Employee Job Title
- Employee Job Description
- Type of Employee (e.g., full time, part time, seasonal, temporary, or intern)
- Number of staff members the Employee supervises

Once you receive the letter from the Human Resources Department, you will need to upload a copy to your scholarship application.

Questions?
Call Ellen Drayton or Lupe Reyes at 707-254-9565 or email us at scholarships@napavalleycf.org