

## 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 Lupe Reyes or Ruth Ortiz at 707-254-9565 or email us at [scholarships@napavalleycf.org](mailto:scholarships@napavalleycf.org)