

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