



**School Employees – SEMESTER OR SUMMER BREAK**

Please answer all questions below. Any questions left unanswered WILL NOT be considered when determining the claimant's eligibility for Unemployment Insurance.

Claimant Name: \_\_\_\_\_ Last 4 Digits of Claimant's Social Security #: \_\_\_\_\_

Employer Representative Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer Representative Title: \_\_\_\_\_ Date completed Questionnaire: \_\_\_\_\_

Are you authorized to provide a statement on behalf of the company?  YES  NO

**Employer Statement**

1. Last day the employee physically worked (mm/dd/yyyy)? \_\_\_\_\_

2. Last day of classes (mm/dd/yyyy)? \_\_\_\_\_

3. What was the employee's position: \_\_\_\_\_

4. What was the employee's status this past academic year/term?

Permanent Full Time  Permanent Part-Time  Substitute - Per Diem  Substitute - Long-Term

Other - Please specify: \_\_\_\_\_

5. Was the employee under a contract?  YES  NO

If yes, what date does the contract expire (mm/dd/yyyy)? \_\_\_\_\_

If yes, was the employee issued a letter of termination prior to March 1?  YES  NO

If no, was the employee given a letter at the time of hire, which remains in effect for the duration of the employee's employment with you? (For example: permanent clerk, janitor, school aid, etc.)  YES  NO

6. Is the employee returning to work for you in the next academic year/term?  YES  NO

If no, why isn't the employee returning to work in the next academic year/term?

If yes, was this assurance of work given to the employee in writing?  YES  NO

a. If no, why wasn't the assurance in writing? \_\_\_\_\_

b. If yes, what was the date of the notice? (mm/dd/yyyy)? \_\_\_\_\_

c. What type of written notice was issued?

Contract  Letter of Appointment  Substitute List  Letter of Hire

What position is the employee returning to? \_\_\_\_\_

Is the employee returning to the same, equivalent, or a better position?  YES  NO

If no, explain the differences in the position for next year:

I hereby certify that, to the best of my knowledge and belief, the information I have provided is true.  YES  NO

Signature: \_\_\_\_\_