

**IDAHO DEPARTMENT OF CORRECTION
Employment Release Hire Sheet**

Please complete this form when you have a job offer, obtain the information by asking the employer or using the phone book. You will not start work until you provide this mandatory information and return this form to the employment coordinator.

Please Print

Resident's Name: _____ IDOC #: _____

Business Name: _____ Phone#: _____

Supervisor/Contact's Name: _____

Address: _____ Wage: _____

Date Hired: _____ Start Date and Time: _____

Position/Work Duties: _____

Employment Schedule (hours and days you will work):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Special conditions, work clothes, tools, etc. _____

List all persons at this work place that you know: _____

Is there anyone at this work site that is on probation or parole? Yes No (If yes, please list):

If you have programming/class that conflict with your **employment schedule** (see above), please provide the following information.

Programming/Class: _____

Instructor's Name: _____

Programming/Class Schedule (hours and days you attend class):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Approved: _____ Date: _____

Employment Coordinator's Signature