

**Professional Judgment  
Employee Request Form  
2008-2009**

Date: \_\_\_\_\_

Re: \_\_\_\_\_ **NSU ID: N** \_\_\_\_\_

Dear Sir/Madam

The person mentioned above has been an employee at your company within the past two years. The employee, or a member of his/her immediate family, has applied for financial aid and we need the following information from your office in order to complete the student's file.

1. Number of hours the employee worked per week in 2007 (not just "full-time" or "part-time".)
2. Number of weeks in 2007 in which the employee worked hours of 35 or more.
3. Current employment status. If employed, the employee's hourly wage and the numbers of hours he/she works per week.
4. Date current status became effective.
5. Total earning for 2008.

This information should be on company letterhead and signed by a company official, along with his/her title. Your assistance in providing this information will be sincerely appreciated.

Thank you.

Sincerely,

I authorize the release of the above information to Nova Southeastern University.

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Signature of Employee