

SAFETY ADVISOR TRAINING EMPLOYMENT VERIFICATION LETTER TEMPLATE

Month, Day, Year

Safety Advisor Training Program
Contract Services Administration Trust Fund
2710 Winona Avenue
Burbank, CA 91504

To Whom It May Concern:

This is to confirm that the following individual was employed as detailed below:

Employee Name:	John Smith
Last 4 of Social Security #:	xxx-xx-6789
Current Address:	1234 First Ave., Burbank, CA 91504
Telephone #:	555-123-4567
Email Address:	jsmith@aol.com

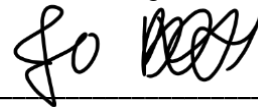
Position 1

Employer Name:	ABC Productions
Job Position:	Safety Consultant
Production Name (if applicable):	Fat Cat – Seasons 3-4

Original Hire Date:	7/18/2022
Last Day Worked:	7/27/2024
# of Days Worked:	458

Position 2 [if applicable]

Authorized Signature:



Josephine Boss

* If an employment verification letter is not available, the following documents can be used to verify work experience:

- Job Offer Letter
- MPI Records (relevant to individuals who worked in the motion picture industry)
- Tax Documentation (IRS Form W-2)
- Bank Statements
- Paystubs/paychecks
- Screenshots of Electronic Payment

SAFETY ADVISOR TRAINING RESUME TEMPLATE

Name: John Smith

Address: 1234 First Ave., Burbank, CA 91504

Email Address: jsmith@aol.com

Phone Number: 555-123-4567

Work Experience:

- Identify all relevant prior work experience that meets one of the three Qualification Paths* include safety-related or risk mitigation work
- Please make sure to include the following details:
 - Employer name
 - Job position or title
 - Dates of employment
 - Any specifics about your job responsibilities that demonstrate safety-related or risk mitigation work experience.

Education/Certification:

- Include any relevant classes or education that may include safety-related or risk mitigation learning
- List any specialty credentials and certification that through safety-related or risk mitigation educational programming

*Job experience must meet at least one of the Qualification Paths below:

Path #1: At least two years' experience primarily performing safety-related work in the entertainment industry as a department head, foreperson, or in a production safety position within a motion picture production.

Path #2: At least 500 verifiable days in another crew position in motion picture production, so long as you possess an appropriate breadth of specialist knowledge, experience, and expertise aimed at minimizing risks to both performers and crew.

Path #3: Five or more years of safety-related work in another industry, where safety was a primary role and responsibility, so long as you possess an appropriate breadth of specialist knowledge, experience, and expertise aimed at minimizing risks to workers and the public.