Annex 3 : **EMPLOYMENT CERTIFICATE 2025/2026**

For employees: mandatory document

Child's name: _____ class: _____

Responsible person □ 1 / Responsible person □ 2 (*or other adult living in the child's household*)

To be filled out and to be signed by the employer:

I undersigned, _____

certify that Mr/Mrs _____

living in ___ - _____ _____
(code postal) (localité)

is employed in our company (name) _____

as _____ since _____

☐ under an open-ended employment contract

☐ under a fixed-term employment contract until _____(date)

The weekly working hours are _____ hours per week.

Working hours are as follows:

Monday	from _____	to _____	o'clock	and	from _____	to _____	o'clock
Tuesday	from _____	to _____	o'clock	and	from _____	to _____	o'clock
Wednesday	from _____	to _____	o'clock	and	from _____	to _____	o'clock
Thursday	from _____	to _____	o'clock	and	from _____	to _____	o'clock
Friday	from _____	to _____	o'clock	and	from _____	to _____	o'clock

☐ mobile working hours *Please note : mobile working hours (for example between 7 am and 9 am, and/or between 4 pm and 6 pm) are regular working hours!*

☐ irregular working hours

_____

Signature of Manager *(employer's stamp)*