

## EMPLOYMENT VERIFICATION

\*Note: upfront income verification or paystubs are to be obtained when possible. Only use third-party employment verification when those sources are not available.

### TO BE COMPLETED BY EMPLOYER

IF NOT APPLICABLE, PLEASE WRITE N/A. DO NOT LEAVE BLANK SPACES AND DO NOT USE WHITE-OUT.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Presently Employed: Yes \_\_\_\_\_ No \_\_\_\_\_

Date first employed \_\_\_\_\_

If not presently employed, last day of employment \_\_\_\_\_

Current Wages/Salary: \$ \_\_\_\_\_ ☐ Hourly ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Yearly ☐ Other \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour

Average # of overtime hours per week: \_\_\_\_\_

Shift Differential Rate: \$ \_\_\_\_\_ per hour

Average # of shift differential hours per week: \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_ ☐ Hourly ☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Yearly ☐ Other

How is employee paid? ☐ Direct Deposit ☐ Cash ☐ Pay Card ☐ Check ☐ Other \_\_\_\_\_

Does the employee have the option for: ☐ Health Savings Account ☐ Employee Café Card

Will there be a change in the employee's rate of pay within the next 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_ Effective date: \_\_\_\_\_

If yes, what is the new rate of pay: \_\_\_\_\_

Is employment seasonal or sporadic? Yes \_\_\_\_\_ No \_\_\_\_\_

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): \_\_\_\_\_

Is employee eligible for unemployment compensation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how long? \_\_\_\_\_ How much? \_\_\_\_\_

Additional remarks: \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Employer's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer [Company] Name and Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
E-mail

**NOTE:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap, or familial status.

