



Verification of Employment Status

Date:
Participant/Employee:
Social Security Number:

We are required to verify the employment status for all applicants/participants in the federally assisted housing programs operated by Home Forward. We ask your cooperation in supplying this required information. Under no circumstances should the employee fill out this form. The personnel office, timekeeper, bookkeeper or accountant should complete the form. Please print legibly.

Employee's Full Name:

Employee's Full Address:

Date Employment Began: Employee's Job Title:

-Please Complete Only the Section that Applies to the Employee's Current Situation-

1. Complete this Section if Employee is Currently Working Regularly Scheduled Hours

Base Pay: \$ Per: Hour Week Month Year Average Hours Worked per Week:
Do you anticipate an increase in the Base Pay within the next 12 months?
Do you anticipate the employee will work any overtime in the next 12 months?
Does the employee receive tips, bonuses, or any other pay or compensation?
What were employee's gross earnings for the past 12 months?

2. Complete this Section if Employee is Currently Working Irregular Hours or On-Call

Base Pay: \$ Per: Hour Week Month Year Average Hours Worked per Week:
Total gross earnings Year-to-Date: \$
Total gross earnings for last 12 months: \$
Does the employee receive tips, bonuses, or any other pay or compensation?
What were employee's gross earnings for the past 12 months?

3. Complete this Section if Employee is No Longer Employed

Date of termination: Last day employee actually worked:
Is the employee on Maternity, Parental, Medical, or other leave?
If yes, is employee on short/long-term disability with compensation?
Do you anticipate re-hiring this employee?
Does the employee have a current or pending worker's compensation claim?
What were employee's gross earnings for the past 12 months?

Name of Employer:

Address of Employer:

Name and Title of Person Completing Form:

Signature: Date:

Telephone:

Attention: Any questions, please call: