

VERIFICATION OF EMPLOYMENT FORM

Date: _____
Dear Employer: _____
RE: Home Repair Assistance for _____
FROM: Doug Davidson, Housing Rehabilitation Specialist

I hereby authorize release of my employment information.

Signature of Applicant Date

EMPLOYER: Please answer the following questions as fully and honestly as possible. The information will be used along with 2 months worth of pay-stubs to determine eligibility for program assistance.

Employee's Name: _____ Occupation: _____
Employed since (mmm/dd/yyyy): _____

Current Wages/Salary: \$ _____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly
Effective date of last pay increase: _____
Total base pay earnings for the past twelve months? \$ _____
Total overtime earnings for the past twelve months? \$ _____

Base pay rate: \$ _____ /hour; or \$ _____ /week; or \$ _____ /month
Average # of regular hours worked per week: _____
Year-to-date earnings: \$ _____ through ____ / ____ / ____ (not including overtime)
Overtime rate: \$ _____ per hour Average number of overtime hours per week: _____
Shift Differential Rate: \$ _____ /hour Average number of shift differential hours per week: _____
Commission, bonuses, tips, other: \$ _____
(circle one) hourly weekly bi-weekly semi-monthly monthly quarterly yearly
Is pay received for vacation? _____ If yes, how many days are allowed? _____
How much pay is provided/day? \$ _____ Is that pay included in the above YTD? _____
If the employee's work is seasonal, please indicate the layoff period(s): _____

List any anticipated changes in the employee's rate of pay within the next 12 months: _____
Effective date: ____ / ____ / ____
Number of weeks projected to work next year: _____
Expected average number of overtime hours worked per week during next 12 months: _____

Other information that may be helpful in verifying income: _____

Signed by Employer's authorized representative: _____
Printed name of authorized representative: _____
Date: _____ Phone number: _____

Please return this form to: Doug Davidson, SICOG, P.O. Box 102, Creston, Iowa 50801

Thank you. You may contact me at above number if you have any questions.