

INCOME AND EMPLOYMENT VERIFICATION FORM

EMPLOYER:

Company Name

Street Address

City/Town

Postal Code

Telephone Number

EMPLOYEE:

Applicant's Name

Street Address

City/Town

Postal Code

Telephone Number

I have made application for Rental Accommodation/Rent Subsidy and verification of my employment status and earnings is required. Please provide this information by completing and signing the lower portion of this form. It is important that the information be as accurate as possible. Your early attention to this request will be appreciated.

Signature of Employee

Date

EMPLOYER'S VERIFICATION

The following information is provided in strict confidence as requested by the above employee.

GENERAL INFORMATION:

1. Is the employee currently employed by your firm? Yes No
2. Date employment commenced: Day _____ Month _____ Year _____
3. Number of months employed out of the past year: _____
4. Employee's present position: _____
5. Nature of employment: Full-time Part-time Seasonal Permanent Temporary

PAY INFORMATION:

1. If employee is on a fixed salary, please state **gross** monthly income. \$ _____
2. If employee is on an hourly rate, state:
 a) Hourly rate of pay \$ _____ and b) Number of hours worked per week _____

EARNINGS TO DATE:

1. **Gross** income paid to this employee by your firm in the past 12 months. \$ _____
2. How much of this income was for overtime? \$ _____
3. How much of this income was for bonus/commission? \$ _____

PROSPECTS FOR CONTINUED EMPLOYMENT: Good Fair Poor

COMMENTS: _____

I hereby certify the information given in this declaration is true, correct, and complete to the best of my knowledge.

Printed Name

Position

Signature of Employer

Date

WARNING: "IF THE EMPLOYER DELIBERATELY SUBMITS FALSE INFORMATION WHICH BECOMES A BASIS FOR ASSISTANCE/APPROVAL AND WHICH ASSISTANCE/APPROVAL WOULD NOT HAVE BEEN OTHERWISE GRANTED HAD THE CORRECT INFORMATION BEEN SUBMITTED, THIS IS AN OFFENSE UNDER THE CRIMINAL CODE OF CANADA."

