

Employment Verification Form

In order to determine eligibility for All MCAA programs, **you may submit copies of the most current consecutive six weeks pay stubs or have employer complete this form.** We must verify both employment and income on the below listed client. Please assist us by completing and returning this form to **Manatee Community Action Agency, Inc.** as soon as possible.

SECTION I – GENERAL INFORMATION: (To be completed by employer)

1. Employee Name: _____ SS# _____
Employee Address: _____
2. Type of work performed by employee: _____ Employment began: _____
3. Number of hours worked per week: _____ Number of days per week: _____
Work schedule: From: _____ To: _____ [] A.M. [] P.M.
Circle Days of Work: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
4. Hourly wage received by employee: \$ _____ Date employment ended: _____
5. Employee paid: \$ _____ [] Weekly [] Bi-weekly [] Semi-monthly [] Monthly [] Other
6. Does employee receive tips? [] Y [] N (If yes, show tips in section III).
7. Is employment year round? [] Y [] N If no, Specify: 12 mos _____ 11 ½ mos _____ 11 mos _____
10 ½ mos _____ 9 ½ mos _____ 9 mos _____ Other _____

SECTION II – EMPLOYER INFORMATION:(To be completed by employer)

1. Employer Name: _____ Title: _____
2. Business Name: _____ Phone #: _____
3. Business Address: _____

SECTION III – RECORD OF PAY RECEIVED: (To be completed by employer)

1. In the space below, list the most current and consecutive **SIX** weeks of checks or cash received by the employee along with the gross amount paid, hours worked and the date the checks or cash were issued.

DATES OF PAY PERIOD	DATE OF PAYMENT	GROSS EARNINGS	# OF HOURS WORKED	TIPS	NET PAY

2. Please explain any unusual gaps or overtime and do you expect them to reoccur? _____

SECTION IV – EMPLOYER VERIFICATION:

The information provided on this form is true and complete to the best of my knowledge. I know that if I give false information on purpose, I may be subject to prosecution for fraud. **Self-Employment must be documented by submitting Employment Log or business records and receipts for expenses.**

Employer Signature

Title

Employer Name (Printed or Typed)

Date