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**INCOME AND EMPLOYMENT VERIFICATION FORM**

**EMPLOYER:**

**EMPLOYEE:**

Company Name \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

I have made application for Rental Assistance/Approval 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."**