



Employment Verification Form

I hereby authorize verification of my employment information.

Name: _____

Social Security #: _____

Signature: _____

Date: _____

TO BE FILLED OUT BY EMPLOYER:

(Only fill in the top portion of this form with your information and return to PCCLT)

Federal regulations require verification of certain information to determine the above-named person's eligibility for federal assistance. We appreciate your cooperation and immediate attention in providing the information requested below.

1) Employee's date of hire? _____
Month/Day/Year

2) Employee's hourly wage or annual Salary? \$ _____

3) Does this employee work 12 months out of the year? Yes No
If not, how many months out of the year? _____

4) Does the employee receive shift differential pay? Yes No
What is the wage? \$ _____

5) How often is the employee paid?
 Weekly
 Annually
 Bi-Weekly
 Twice a month
 Other, please explain _____

PCCLT Eligibility Checklist

6) How many hours does the employee work per week?

- 0-10 Please specify _____
- 11-20 Please specify _____
- 21-30 Please specify _____
- 31-40 Please specify _____
- Other, please explain _____

7) Does the employee regularly work overtime?

Yes No

Average hours per week? _____

What is the overtime rate? \$ _____

Is overtime seasonal? Yes When? _____

No

8) Does the employee receive tips as part of their salary?

Yes No

Average tips per Day? Week? Month? (Circle one) \$ _____

9) Is the employee paid commission or bonuses?

Yes No

How often? _____

Average commission salary per year? \$ _____

Average dollar amount of bonuses per year? \$ _____

By signing, I **certify** that the information above is true, complete, and correct to the best of my knowledge and belief and that I am an authorized official of the organization named in Section 3.

Name and Title

Date

Company Name

Telephone Number

If you have any questions regarding this form please contact Rosie Johnson via email at rosie@pcclt.org or by phone at (520) 603-0587.

Thank you for your assistance.