



111 N. Hamilton Street
Suite 1-D
Georgetown, KY 40324

Phone: 502-868-1050

REQUEST FOR VERIFICATION OF EMPLOYMENT

This portion to be completed by applicant/co-applicant:

Applicant/Co-Applicant Name: _____

Applicant/Co-Applicant Address: _____ Zip Code: _____

Employer Name: _____

Employer Contact Information: _____

- I do have a job at this time* **OR**
 I do not have a job at this time

I am applying for home ownership with Scott County Habitat for Humanity, and hereby authorize the release of employment verification - including financial information - and references as requested by Scott County Habitat.

Applicant/Co-Applicant Signature: _____

Applicant/Co-Applicant Social Security Number: _____

Employer – Please answer all questions, even if this is a former employee. Your complete information is extremely important in our application process. Thank you in advance for your assistance.

1. Date of employment: _____ Position/occupation: _____
2. Date of termination: _____ Probability of continued employment: _____
3. Current rate of regular pay \$ _____ per _____ (hour, week, month, year, etc.)
4. Current rate of overtime pay \$ _____ per _____ (hour, week, month, year, etc.)
5. Do you anticipate any change in the employee rate of pay? YES NO
If YES, Revised Rate: _____ Effective Date: _____
6. Avg. regular hours per week: _____ Avg. overtime hours per week: _____
7. Do you anticipate any change in the number of hours the employee works? YES NO
If YES, please explain: _____
8. Total gross annual earnings you anticipate for the employee in the next twelve months: \$ _____
9. Gross earnings year-to-date \$ _____ Gross earnings last year \$ _____
10. If the employee's work is seasonal or sporadic, indicate lay-off periods: _____
11. Additional comments: _____

****** Please attach a detailed payroll printout if possible ******

Authorized Signature: _____ Date: _____

Title: _____ Phone: _____ Email: _____