



Scott/Bourbon Counties
Habitat
for Humanity®

103 N. Court St, Georgetown, KY 40324 | 502.868.1050 | scottcountyhabitat.org

Bringing people together to build **homes, community, and hope.**

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/Bourbon Counties Habitat for Humanity, and hereby authorize the release of employment verification - including financial information - and references as requested by Scott/Bourbon Counties 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. Current rate of regular pay \$_____ per _____ (hour, week, month, year, etc.)
3. Current rate of overtime pay \$_____ per _____ (hour, week, month, year, etc.)
4. Do you anticipate any change in the employee rate of pay? YES NO
If YES, Revised Rate: _____ Effective Date: _____
5. Avg. regular hours per week: _____ Avg. overtime hours per week: _____
6. Do you anticipate any change in the number of hours the employee works? YES NO
If YES, please explain: _____
7. Total gross annual earnings you anticipate for the employee in the next twelve months: \$_____
8. Gross earnings year-to-date \$_____ Gross earnings last year \$_____
9. If the employee's work is seasonal or sporadic, indicate lay-off periods: _____
10. Additional comments: _____

Authorized Signature: _____ Date: _____

Title: _____ Phone: _____ Email: _____



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.