

EMPLOYMENT VERIFICATION

(The use of white out, black out, or alteration of original information will void this document)

Project Name:	Unit ID:	Date:
Applicant/Tenant:	SSN:	

Employer Contact:

Business Name:	Contact Person:	
Address:	Phone:	Fax:
City:	State:	Zip: Email:

My Signature Authorizes Verification of My Employment Income Information:

Applicant/Tenant Signature

Date

The individual named directly above is an applicant/tenant of the City of Chicago, Dept. of Housing, Affordable Requirement Ordinance Program (ARO). The information provided will be used to determine eligibility for the program and remains confidential to the satisfaction of that stated purpose only. Your prompt response is crucial and would be greatly appreciated.

Sincerely,

RETURN THIS FORM TO:

Project Owner/Management Agent

THIS SECTION TO BE COMPLETED BY EMPLOYER

Please provide an employee pay history report when returning this completed form. Please do not leave blanks.

Employee Name: _____ Job Title: _____

Presently Employed: Yes Date First Employed: ___/___/___ No Last Date of Employment: ___/___/___

Current Wages (check one) Hourly Salary \$ _____ Pay Frequency Weekly Bi-weekly Monthly Semi-monthly Yearly
 Pay Method Cash Check Direct Deposit Other _____

Number of regular hours scheduled per week:
 (If hours vary please list maximum anticipated) _____

Overtime Rate: \$ _____ per hour
 Average number of OT hours per week: _____

Gross Year to Date Pay: \$ _____
 From ___/___/___ Through ___/___/___
 Number of pay periods included in the YTD earnings above: _____
 Gross pay from prior year: \$ _____

Shift Differential Rate: \$ _____ per hour Average number of shift differential hours per week: _____

COMMISSION \$ _____ Weekly Bi-weekly Monthly BONUS: \$ _____ Weekly Bi-weekly Monthly Yearly
 TIPS: \$ _____ Weekly Bi-weekly Monthly OTHER: \$ _____ Semi-monthly Yearly

List any anticipated change in the employee's rate of pay/hours within the next 12 months: \$ _____ Hours _____; Effective date: ___/___/___

If the employee's work is seasonal or sporadic, please indicate the number of weeks worked: _____

Is employee eligible for unemployment during the layoff? No Yes

Employer Signature	Employer Printed Name & Title	Date
Phone #	Fax #	E-Mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.