

Verification of Employment

Employee's Full Name: _____

Employee's Address (Street, City, Zip Code): _____

Applicant's Date of Employment: _____ Present Position: _____

Probability of continued employment: _____

Current gross base pay: \$ _____

Check period: ___ annual ___ monthly ___ weekly ___ hourly ___ other specify: _____

Gross earnings:

Type	Year to Date - Enter Date: _____	Past Year: 2023	Past Year: 2022
Base pay			
Overtime			
Commissions			
Bonus			
Tips			
Other: _____			
total			

If overtime or bonus is applicable is its continuance likely? **Overtime** ___yes ___no **Bonus** ___yes ___no

Does the employee receive cash tips (*not listed above*) that are not reported on their paycheck? ___yes ___no

If paid hourly, average hours per week _____

Date of applicant's next pay increase: _____ Projected amount of next pay increase: _____

Date of applicant's last pay increase: _____

Amount of last pay increase: _____

In which City is the employee working: _____

Does the Employee work from home? ___ yes ___ no

What percentage of the time does the employee work from home? ___%

If applicable: Employee's Home Office Address: City _____ County _____ State: _____

Remarks (if the employee was off work for any length of time please indicate time and reason)

Employer Authorized Signature Date: _____

Signature of Employer _____ Title _____

Print Name Signed _____

Phone Number _____ Email (print clearly) _____

Company Name _____

Company Address _____