



501 Tenth Street – Moundsville, WV 26041
Phone (304) 845-3141 – Fax (304) 845-3147

VERIFICATION OF EMPLOYMENT

Employee Name: _____

Address: _____

Phone: _____

Employer Name: _____

Address: _____

Phone: _____

TO BE COMPLETED BY THE EMPLOYER (ALL QUESTIONS LISTED BELOW)

Hire Date: _____

Job Title: _____

Rate of Pay: \$ _____ Per hour

Average number of hours worked per week: _____ Hours per week

Average number of overtime hours worked per week _____

Average tip or commission (if applicable): \$ _____ per ☐ hour ☐ week ☐ 2 weeks ☐ month ☐ year

Is employee on a leave of absence: ☐ Yes ☐ No.....On leave since: _____

Is this leave of absence paid? ☐ Yes ☐ No

Signature: _____

Title: _____

Phone Number: _____

Fax Number: _____

Date: _____

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8). ** Violations of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).