



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

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## 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).