



Trumbull County Planning Commission
185 E. Market Street, Suite A
Warren, OH 44481
(330) 675-2480
<http://planning.co.trumbull.oh.us>

**Housing
 Rehabilitation
 Repair &
 Down payment
 Assistance**

REQUEST FOR VERIFICATION OF EMPLOYMENT

NOTE TO EMPLOYER:

The applicant identified below has applied for assistance for property rehabilitation under the Community Housing Impact and Preservation (CHIP) and/or the HOME Rehabilitation Program. The applicant has authorized this Agency in writing to obtain verification from any source named in the application. Your verification of employment is for the confidential use of Trumbull County, the Ohio Development Services Agency and HUD. **Please furnish the information requested below and return this form to the address listed above.** Thank you for your cooperation.

APPLICANT INFORMATION

EMPLOYER INFORMATION

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

EMPLOYMENT INFORMATION

1. Dates of employment: _____ to _____.
2. Position/Occupation: _____.
3. Current rate of pay: \$ _____ per hour.
4. Average hours worked per week at the base pay rate: _____ hours.
5. Do you anticipate any change in the rate or number of hours worked per week in the next 12 months? If so, please list the approximate date and amount of the increase: _____.
6. Overtime rate of pay: \$ _____ per hour.
7. Expected weekly average number of hours overtime to be worked during the next 12 months: _____.
8. Total base pay earnings for the past 12 months: \$ _____.
9. Total overtime earnings for the past 12 months: \$ _____.
10. Any other compensation not included above \$ _____ (specify commission, bonuses, tips, etc.)

SIGNATURE OF EMPLOYER

The above information is furnished in strict confidence, in response to your request.

 (SIGNATURE, TITLE)

 (DATE)

 (PRINT NAME)

 (PHONE NUMBER)

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 statements to any department of the United States Government.

Questions? Please contact Nicholas Coggins at (330) 675-2480.