

# VERIFICATION OF TERMINATION OF EMPLOYMENT

## THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: (Name & address of previous employer) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_ Applicant/Tenant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Unit # (if assigned) \_\_\_\_\_

I hereby authorize release of my previous employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant \_\_\_\_\_ Date \_\_\_\_\_

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

\_\_\_\_\_  
Project Owner/Management Agent

**MAIL OR FAX THIS FORM TO:**

## THIS SECTION TO BE COMPLETED BY PREVIOUS EMPLOYER

Title/Position Held: \_\_\_\_\_

Date of hire \_\_\_\_\_ Date of termination \_\_\_\_\_ Last day actually worked \_\_\_\_\_

Do you anticipate rehiring this employee?  Yes  No If yes, when? \_\_\_\_\_

Pay rate at time of termination: \$ \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Year to date earnings at time of termination: \$ \_\_\_\_\_

Will the employee receive additional paychecks from Workman's compensation?  Yes  No

If yes, please provide the name and address through which it can be verified: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is employee eligible for unemployment benefits:  Yes  No Total severance pay anticipated for the next 12 months: \$ \_\_\_\_\_

Reason for termination:  Employee quit,  Termination for cause,  Lack of work,  Other

If termination is for lack of work or other, do you anticipate re-hiring employee?  Yes  No

\_\_\_\_\_  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ 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.

