



# REQUEST FOR VERIFICATION OF EMPLOYMENT

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

**Instructions:**

**Lender** — Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1.

**Employer** — Please complete either Part II or Part III as applicable. Sign and return directly to lender named in item 2.

### Part I - Request

1. To (Name and address of employer)		2. From (Name and address of lender)			
3. Signature of Lender	4. Title	5. Date	6. Lender's Number (Optional)		

I have applied for a benefit and state that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (Include employee or badge number)	8. Signature of Applicant
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### Part II - Verification of Present Employment

Employment Data	Pay Data				
9. Applicant's Date of Employment	12A. Current Base Pay (enter Amount and Check Period) <input type="checkbox"/> Annual <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify)			12C. For Military Personnel Only	
10. Present Position	\$ _____	<input type="checkbox"/> Weekly		Type	Monthly Amount
11. Probability of Continued Employment	12B. Earnings			Base Pay	\$
	Type	Year to Date	Past Year	Rations	\$
13. If Overtime or Bonus is Applicable, is its Continuance Likely?	Base Pay	\$	\$	Flight or Hazard	\$
Overtime <input type="checkbox"/> Yes <input type="checkbox"/> No	Overtime	\$	\$	Clothing	\$
Bonus <input type="checkbox"/> Yes <input type="checkbox"/> No	Commissions	\$	\$	Quarters	\$
	Bonus	\$	\$	Pro Pay	\$
				Overseas or Combat	\$
14. Remarks (If paid hourly, please indicate average hours worked each week during current and past year)					

### Part III - Verification of Previous Employment

15. Dates of Employment	16. Salary/Wage at Termination Per (Year) (Month) (Week)				
	Base _____	Overtime _____	Commissions _____	Bonus _____	
17. Reason for Leaving	18. Position Held				
19. Signature of Employer	20. Title	21. Date			

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to the lender and is not to be transmitted through the applicant or any other party.