

REQUEST FOR INFORMATION FROM CURRENT EMPLOYER

Please provide the requested information and send to:
Contoocook Housing Trust; P.O. Box 216; New Ipswich, NH 03071-0216
This form can also be emailed to info@housingtrust.org

Applicant's Name _____ (please print)

I hereby authorize:

Employer's name:

Employer's address:

_____ to furnish the information requested below in support of my application to become a CHT tenant.

Applicant's signature

To the Employer:

The above named person has applied for a CHT living unit. In order to determine whether this applicant is qualified, we need to verify his/her income and employment history. Please provide the information requested below promptly so this applicant may be qualified as soon as possible. This information will be held in confidence.

Alice Altman, Director
Contoocook Housing Trust
P.O. Box 216; New Ipswich, NH 03071-0216

1. When did the applicant start working for you? _____
2. Is this work full time? _____ part time? _____ seasonal? _____ temporary? _____ permanent? _____
3. What position does this person hold? _____
4. What was their total earnings for the past 12 months? _____
5. Is this a salary? _____ or hourly pay? _____ If hourly, what is their hourly wage? _____
6. How much of the above figure was commissions? _____ Bonuses? _____ Overtime? _____
7. How many hours a week does this person normally work? _____
8. How many weeks out of the year does this person normally work? _____
9. Do you anticipate any increase or decrease in wages over the next 12 months? _____ If so, why and what changes are anticipated? _____
10. What is the probability of this person's continued employment with you? Excellent? _____ Good? _____ Poor? _____

Other pertinent remarks:

_____ Date _____ Signature of Employer

_____ Name of Employer (please print) _____ Title