

# Verification of Employment Form



This form should be completed by the individual who hired the applicant mentioned below, **as an employee or contractor**, to conduct work on one or more residential building projects.

If you hired the applicant (listed below) to work on a residential building project, please complete this form to confirm the details of their involvement. Although experience on residential construction is preferred, this form may also be used to verify commercial or industrial project work. This form must be filled out in your own words. Please note that a representative from BC Housing may contact you to follow up on the information provided.

## APPLICANT INFORMATION

Name of the person who this information is being provided for (*"the applicant"*):

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Applicant's Job Title:

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Start date of employment or contract: (mm/dd/yr)

End date of employment or contract: (mm/dd/yr)

What was the nature of the employment?

Full-time

Part-time

How many hours a week did the applicant work?

Applicant's role and responsibilities (*Please describe specific duties. If the scope is different on different projects noted on this form, please explain*):

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Were there any breaks in work during this time? If so, please list the period of time when work was interrupted.

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## PROJECT DETAILS

How many projects did the applicant work on for you? \_\_\_\_\_

Please list the address and details of the project(s). If the applicant worked on more than one project, please list up to five projects that are the most significant in scope and that were completed within the last five years. For projects other than new home construction, such as renovations or commercial projects, please fill out page 3 of this form. You will need to provide a detailed description of the project scope.

Location				Type (Single family home, multi-family home, other). For "other" projects, please complete page 3.
Address	City	Province	Start & End Date	

## EMPLOYER INFORMATION AND DECLARATION

Your First/Last name: \_\_\_\_\_

Company Name (If applicable): \_\_\_\_\_

Job Title (If applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Declaration:** I (First/last name) \_\_\_\_\_ declare that the information

I have provided on this form is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PROJECT SCOPE

Please use this page to provide a detailed description of the scope of any project you listed on page 2, other than new home construction (i.e. renovations or commercial projects). You will need to include the address for each project description.

Description	Address

*For more information visit Licensing and Consumer Services at [www.bchousing.org](http://www.bchousing.org)*