



NYCHA Staff only
 Job Order #: _____

EMPLOYMENT VERIFICATION FORM
EMPLOYMENT INFORMATION

Employee Last Name		Employee First Name		Primary Phone #	Last 4 of SS#	DOB
					XXX-XX-	
Employee Address			Apt #	Borough	Zip Code	Development of Residence
Employee Job Title		Job Start Date (on contract/project)	Full /Part Time	# Hours per week	Hourly Wage (w/o Fringe)	Fringe Benefit (\$ per hour) (if applicable):
			<input type="checkbox"/> FT <input type="checkbox"/> PT			
Is employee a Union Member?			Work Location			
<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> NYCHA Development: _____ <input type="checkbox"/> Other Location (full address): _____		
Union Name:		Sponsored? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Union Name: _____		
Job End Date (put N/A if still employed at time of report)			Reason for Job Ending (put N/A if still employed at time of report)			
Employer Name		Employer Address			Employer City, State, Zip	
Employer Contact Name		Contact Phone #			Industry/Type of Business	

VENDOR CONFIRMATION

(Vendor is required to thoroughly review and verify the information submitted on this form)

I confirm that the above information accurately reflects our records

Vendor Representative Name	Signature	Job Title & Phone #	Date
Vendor Name	Contract # (If applicable)	Contract Start Date	Contract End Date

For NYCHA Staff Use Only

1ST	INFORMATION RECEIVED BY (NYCHA STAFF):	STAFF SIGNATURE:	DATE RECEIVED:
	PLACEMENT TYPE (Check one) <input type="checkbox"/> Sec 3 <input type="checkbox"/> REP <input type="checkbox"/> Employment at NYCHA <input type="checkbox"/> Employment at Outside Employer	PROJECT NAME (Check one if applicable) <input type="checkbox"/> Energy <input type="checkbox"/> Sandy <input type="checkbox"/> Affordable Housing <input type="checkbox"/> RAD <input type="checkbox"/> Other _____	Administering Department:

2nd	INFORMATION VERIFIED BY (NYCHA STAFF): (PRINT & SIGN)	SPOKE WITH EMPLOYER/VENDOR/RESIDENT OR DOCUMENTATION ON FILE	DATE VERIFIED:

IMPORTANT

- Information on this form must be printed clearly and reviewed thoroughly by the vendor for completion and accuracy before submitting to the assigned NYCHA REES Recruitment Coordinator for processing.
- A NYCHA staff member will be contacting the vendor to verify the information on the form.
- Employee information must be consistent with all other reporting documents submitted to NYCHA.

DIRECTIONS

- 1) Under **Employment Information**, enter the employee's last name, first name, primary phone#, last 4 of SS#, Date of Birth (DOB), address, apt #, borough, and zip code.
- 2) Under **Development of Residence**, enter the NYCHA development where the employee resides as verified by NYCHA REES. If the employee does not reside in a NYCHA development, enter N/A.

NOTE: Contractors should verify tenancy of all reported NYCHA resident placements through REES.

- 3) Enter the **employee job title, job start date** on the contract/project, **full time or part time, # hours per week, hourly wage (without fringe)**, and **fringe benefits (\$ per hour) if applicable**.

NOTE: Job start date should reflect the first day of work on the contract or project. If employee is moved from another NYCHA contract, their start date should still reflect their first day on **this** contract.

Hours per week should be the number of hours per week offered to the employee.

Wage should be reported as hourly wage only. If the employee is a salaried worker, please calculate their hourly wage.

- 4) Under **Health Benefits**, check *Yes* or *No* to confirm if health benefits will be offered to the employee.
- 5) Under **Is Employee a Union Member**, check *Yes* or *No* to confirm if the employee is a union member. If *yes*, enter the union name. If *no*, check *Yes* or *No* regarding potential sponsorship into the union. If *Yes* for sponsorship, please enter the union name.

NOTE: Union affiliation should be consistent with the employee job title. For example, a member of Local 79 should not have a title as a Carpenter.

- 6) Under **Employment Location**, check if the work location is at a **NYCHA Development** or **Other Location**. For NYCHA Development, enter the NYCHA development name. For Other Location, enter the full address of the work location.
- 7) Under **Job End Date**, enter an end date for the employee if no longer employed on the contract. Under **Reason for Job Ending**, enter the reason the employee is no longer working on the contract. Examples are terminated, contract ended, resigned, etc. If the employee is still employed, enter N/A.
- 8) Enter the **employer name, address, city, state, zip, employer contact name** and **phone number** for the company where employee works.
- 9) Under **Industry/Type of Business**, please enter the type of industry the company is categorized under, such as construction, architectural, etc.

- 10) Please note that the entity doing business with NYCHA must have a process in place to review the accuracy of the information being submitted to NYCHA REES. An appointed representative of the Vendor must review the form for completion and accuracy before it is submitted to NYCHA REES for processing. Under **Vendor Confirmation**, the vendor representative must print and sign their name, enter their job title and phone number, and date the form to validate the information.

NOTE: Employer partners not under agreement with NYCHA should also fill out this section to validate employment information submitted to NYCHA.

- 11) Enter **vendor name, contract number** (if applicable), **contract start** and projected **contract end dates**.

Questions and concerns regarding filling out this form should be directed to the NYCHA REES Recruitment Coordinator assigned to this contract.