



119 Van Order Drive, Kingston ON K7M 1B9
 Phone (613)546-5591 Fax (613) 546-9375
 www.kfhc.ca

Employment Verification Form

To be completed by each employed KFHC tenant or person residing in the premises, and their employer. I hereby authorize that the information requested below be given to the Housing Corporation as required under the terms of my/our lease, and that Kingston & Frontenac Housing may contact my employer for clarification of information supplied on this form.

PART ONE - EMPLOYEE

LAST	FIRST	HOME PHONE#	BUSINESS PHONE#
EMPLOYEE ADDRESS			
EMPLOYEE'S SIGNATURE			DATE

PART TWO – EMPLOYER INFORMATION – all information will be treated as confidential

Employer's Company Name		Employer's Position	
Employer's Address		City	Postal Code
Employer's Phone	Employee Presently Paid by: ...	Rate of Pay per Hour?	If Hourly, state the average number of hours/week: Vacation pay in % Please check off: ...
Start Date of Employment	Date went back to work (if applicable)	Date of Last Pay Raise (if applicable)	Date Hours Increased (if applicable)

If this is a new job, please indicate the date of the first pay date (pay date not pay period)

Income Breakdown	Gross Earnings in Past 8 Weeks	Gross Earnings in Last, Recent 12 Months
	From To	From To
Basic Salary		



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Gross Income Earnings continued...		
	Gross Earnings in Past 8 Weeks	Gross Earnings in Last, Recent 12 Months
Vacation Pay (if applicable)		
Commissions, Gratuities		
Yearly Bonus		
Total Gross Earnings.		
Employer's Name		Signature
Position		Date
Email		Phone #
Prefer contact method : ...		

If you have any questions, please call us a 613-546-5591
You can send us the form via Fax 613 546-9375
or email applications@kfhc.ca