



## WRITTEN EMPLOYMENT VERIFICATION AND EMPLOYER SURVEY FORM

This form is used to verify employment for individuals referred by the San Francisco Workforce System and to survey employers. To verify employment please choose one of the following options:

<p><b>Option 1 — Email:</b> Send an email to <a href="mailto:Business.Services@sfgov.org">Business.Services@sfgov.org</a> stating the employee's name, title, wage rate, hours and hire date. Attach the completed Employer Survey.</p>	<p><b>Option 2 — Fax:</b> Fax this completed form to (415) 701-4897 Attn: OEWD Business Services. A copy of the employee's paystub can be included in lieu of the completed verification section.</p>	<p><b>Option 3 — Mail:</b> Mail this completed form to "OEWD, Attn: Business Services, 1 South Van Ness Ave, 5<sup>th</sup> Floor, San Francisco, CA 94103." A employee's paystub can be included in lieu of the completed verification section.</p>
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<b>Section 1: Employment Verification</b>	
Participant Name:	Start Date:
Name of Employer:	
Work Site Address:	Projected Termination Date (if applicable):
City/Zip:	
Phone Number:	
Working Full Time (36+ hours per week):	or Part Time (Less than 36 hours per week):
Employee Job Title:	Employee's Hourly Wage:
Benefits Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Section 2: Employer Survey (Please check one box next to each statement #)</b>					
<i>My Access Point Business Services Representative:</i>	<b>Agree Completely</b>	<b>Agree Somewhat</b>	<b>Does Not Apply</b>	<b>Disagree Somewhat</b>	<b>Disagree</b>
Was courteous at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded to my needs in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referred Appropriate applicants to my available position(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided information about Tax Credits and the Bond Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall I was satisfied with the service I received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>					
I will use the Access Point again to help me fill available positions: <span style="float: right;"><input type="checkbox"/>YES <input type="checkbox"/>NO</span>					

**VERIFIED BY:**

Signature of Authorized Employer Representative

Date:

Please Print Name and Title: