



Home Evaluation and Placement Services
Bureau of Social Services Administration
Division of Public Welfare
Department of Public Health and Social Services



INSTRUCTIONS

FOR

EMPLOYMENT VERIFICATION

Below are the instructions for completing the employment verification for an applicant/petitioner/party who may apply for Adoption/Termination of Parental Rights (TPR), Custody, Guardianship, Foster, Child Care Center, Inter-Country Adoption Board (ICAB), United States Citizenship and Immigration Services (USCIS), or Off-Island Request for Placement services.

This form is to be completed and certified by the employer.

To ensure the employment verification is complete, please read and follow the instructions below. Please type or print legibly in black or blue ink.

1. Enter the last, first name and middle initial, date of birth of the applicant/petitioner/party requesting the employment verification.
2. Enter the place of employment, telephone number, and address of the employer.
3. Enter the position/title, date of hire of the applicant/petitioner/party.
4. On the employment status, check whether the applicant/petitioner/party is full time, part time or other (*please specify*). Also, check if regular, limited term, seasonal, on-call, contractual or other (*please specify*).
5. Enter the gross monthly income of the applicant/petitioner/party.

Upon completion, the certifying official must enter his/her name, sign, date, position/title and contact number(s). The signature will certify that the information provided is true, correct and complete to the best of his/her knowledge.