

Economic Development Employee Self Certification

Grantee: Jefferson County

Business Receiving Assistance: _____

Employee Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

1. Race:

- ☐ White
- ☐ Black / African America
- ☐ Asian
- ☐ American Indian / Alaskan Native
- ☐ Native Hawaiian / Other Pacific Islander
- ☐ American Indian/Alaskan Native and White
- ☐ Asian & White
- ☐ Black / African American & White
- ☐ American Indian / Alaskan Native and African American
- ☐ Other Multi-Racial
- ☐ Other

Ethnicity: ☐ Non-Hispanic ☐ Hispanic

☐ United States Citizen ☐ Naturalized Citizen ☐ Lawfully Present Alien

2. Female Head of Family: ☐ Yes ☐ No

3. Age: _____

4. Job Classification: _____

5. Annual/Hourly Wage: _____

6. Brief Description of Duties: _____

7. Number of Persons in Family: _____

8. Status of employment prior to this position: ☐ Employed ☐ Unemployed

Grantees and employers may consider individuals that apply for or hold jobs to be members of one-person households.

Total Gross Annual Family Income: Check the income range that totals your gross annual income.

Jefferson County's 2020 Total Gross Annual Family Income							
1 Person	<input type="checkbox"/>	Below 13,700	<input type="checkbox"/>	13,700 to 22,800	<input type="checkbox"/>	22,800 to 36,500	<input type="checkbox"/> Above 36,500

I certify that all information is true and correct to the best of my knowledge.

PENALTY FOR FALSE OR FRAUDULENT STATEMENTS: U.S. Title 18, Section 1001, provides: **Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies... or makes any false writing or comment knowing the same to contain false or fictitious or fraudulent statement or enemy, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."**

Printed Name

Signature

Date

EMPLOYER USE ONLY (ALL SECTIONS ARE MANDATORY)

Position Details

☐ Full Time ☐ Part Time (FTE:____) ☐ Employer-Sponsored Healthcare Plan Offered

Position Class

<input type="checkbox"/> Official/Manager	<input type="checkbox"/> Professional	<input type="checkbox"/> Office/Clerical
<input type="checkbox"/> Sales	<input type="checkbox"/> Technician	<input type="checkbox"/> Craft Worker/Skilled
<input type="checkbox"/> Operative/Semiskilled	<input type="checkbox"/> Laborer/Unskilled	<input type="checkbox"/> Service Worker

Date Hired: ____/____/____

I/we hereby certify that the above information is true and accurate to the best of my knowledge. I/we agree to provide, upon request, any additional documentation on all income sources to the Program Administrator. Falsifying this information could result in payback of CDBG funds.

Business Representative Printed Name

Business Representative Signature

Date

WARNING: The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

Job Category Definitions

1. **Officials or Managers** - Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** - Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** - Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** - Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office or Clerical** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** - Manual workers of a relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.
7. **Operatives (semi-skilled)** - Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; woodchoppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service Workers** - Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, careworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred worker.