

JOB RETENTION REPORT - LIST OF CURRENT EMPLOYEES

Describe the type of existing jobs that will be retained if this loan is approved. Complete the matrix below (see example). Duplicate and attach additional sheets if necessary.

EMPLOYEE NAME (please print)	JOB TITLE	SKILL LEVEL	MINORITY	WOMEN	HOURS PER WEEK	WAGE	HIRING DATE
Example: Joe Smith Sandy Jones Rico Sanchez	Welder Clerical Labor	Skilled Semi-Skilled Semi-Skilled	 x	 x 	40 40 30	\$8.00 \$5.75 \$6.00	Employee Since 1994 Employee Since 1990 Employee Since 1995
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

FOR 3CORE OFFICE USE ONLY	
Total Current Full Time Employees:	Total Pre-Loan FTE:
Total Current Part Time Employees:	

Company Name:

By: _____
Signature Title

Date:

*For CDBG loans a Full Time Equivalent job is one job of at least 1,750 hours a year or two jobs each a minimum of 875 hours a year.