



JOBS INFORMATION SHEET

Company Name _____

WBD and the U.S. Small Business Administration are proud advocates of small businesses and job growth. Please fill in the information requested below.

Employees/Jobs:

- Full Time employee is defined as 8 hours per day/40 hours per week.
- Full Time equivalent – a combination of employees, each of whom individually is not a full-time employee, but in combination work 40/hours per week are counted as a full-time employee.
- If you have a seasonal business, please provide information based on the prior 12 months.
- Jobs Retained is defined as jobs that would be lost if the subject project is not done.

Using the definitions listed above please list the number of employees your company has as of today:

# of Full-time employees:	_____	(40 hours / week)
# of Part-time employees:	_____	at an average of _____ hours / week
# of Seasonal employees employed during the past 12 months:	_____	
# of months employed	_____	average of _____ hours / week

As a direct result of the subject 504 project how many employees/jobs will be created within the next two years:

# of Full-time employees:	_____	(40 hours / week)
# of Part-time employees:	_____	at an average of _____ hours / week
# of Seasonal employees employed during the past 12 months:	_____	
# of months employed	_____	average of _____ hours / week

As a direct result of the subject 504 project how many employees/jobs will be retained:

# of Full-time employees:	_____	(40 hours / week)
# of Part-time employees:	_____	at an average of _____ hours / week
# of Seasonal employees employed during the past 12 months:	_____	
# of months employed	_____	average of _____ hours / week

Signature

Date

Printed Name

Title