

# WorkForce West Virginia Federal Bonding Request Form

1900 Kanawha Boulevard East  
Building 3, Suite 300  
Charleston, West Virginia 25305

## Section 1: Employer Information

1. Business Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City, State, Zip: \_\_\_\_\_
4. County: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_
7. No. of Employees: \_\_\_\_\_
8. Employer Type:  For Profit  
 Non-Profit  
 Government Agency
9. Temp Agency:  Yes  No
10. Industry:  Accommodation, Food Service  
 Manufacturing  
 Administrative, Support, Waste Management  
 Mining, Quarrying, Oil & Gas Extraction  
 Agriculture, Forestry, Fishing, Hunting  
 Professional, Scientific, Technical  
 Arts, Entertainment, Recreation  
 Public Administration  
 Construction  
 Real Estate, Rental, Leasing  
 Educational Services  
 Retail  
 Finance, Insurance  
 Transportation, Warehousing  
 Healthcare, Social Assistance  
 Utilities  
 Information  
 Wholesale Trade  
 Management of Companies/Enterprises  
 Other Services: \_\_\_\_\_
11. Contact Name: \_\_\_\_\_
12. Date: \_\_\_\_\_

## Section 2: Employee Information

1. Employee Name: \_\_\_\_\_
2. SSN: \*\*\*\*\_\*\*-\_\_\_\_\_
3. Address: \_\_\_\_\_
4. City, State, Zip: \_\_\_\_\_
5. Employed County: \_\_\_\_\_
6. Birth Date: \_\_\_\_\_
6. Gender:  Male  Female
7. Ethnicity: \_\_\_\_\_
9. Hourly Wage: \_\_\_\_\_
10. Weekly Hours: \_\_\_\_\_
11. Occupation Code:  Architecture & Engineering  
 Installation, Maintenance, & Repair  
 Art, Design, Entertainment, Sports, & Media  
 Legal  
 Building & Grounds Cleaning & Maintenance  
 Life, Physical, & Social Science  
 Business & Financial Operations  
 Management  
 Community & Social Services  
 Military  
 Computer & Mathematical  
 Personal Care & Service  
 Construction & Extraction  
 Office & Administrative Support  
 Educational Instruction & Library  
 Production  
 Farming, Fishing, & Forestry  
 Protective Service  
 Food Preparation & Serving Related  
 Sales and Related Occupations  
 Healthcare Practitioners & Technological  
 Transportation & Material Moving  
 Healthcare Support  
 Other Services: \_\_\_\_\_
12. Status  Addiction Recovery  Criminal Justice  Involved Low Income  
 Veteran  Youth  Other: \_\_\_\_\_