Instructions for Additional Employment History

This document should be used if you need additional space to list previous employment.

1. Save this document on your computer using the "Save As" item listed in the "File" drop down menu.
2. Name the document Employment History 1.
3. Complete the form by filling in all fields associated with previous employers .
4. If additional Employment History space is needed, use the "Save As" item listed in the "File" drop down menu and name the file Employment History 2 and type over the data in each field. Remember to clear the data in fields if you do not need to complete the entire form.
5. Repeat step four if you continue to need additional Employment History space, renaming each new file incrementally so not to overwrite previously captured Employment History.
6. When complete Employment History is captured, print out all documents and include them with the Personal History Packet when you submit it.

Employment History

Date of Employment To

Supervisor's Information

Name

Title

Phone

Best Time to Contact

Name of Business, Address, and Phone

Position

Title

Annual Salary

Additional contacts for reference (i.e. co-workers, supervisors) with telephone #

Describe your duties (Briefly) and reasons for leaving

Is this employer still in business? ◯ Yes ◯ No

If NO, provide a phone number and address of anyone you remain in contact with from this employment.

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Supervisor's Information

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Phone

Best Time to Contact

Name of Business, Address, and Phone

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Employment History

Date of Employment To

Supervisor's Information	Name of Business, Address, and Phone	Position
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Title		Annual Salary
Phone		
Best Time to Contact		

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Supervisor's Information	Name of Business, Address, and Phone	Position
Name		Title
Title		Annual Salary
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