



Presently unemployed? NO/YES If yes, since  / / . May present employer be queried? YES/NO Initial  ?  
 Begin with your present/most recent position and work backward. List the last five positions held since college/high-school. Make sure your information is complete. Be prepared to explain gaps in your employment history. Accurate, current phone numbers of immediate supervisors are required.

1. Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_

2. Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_

3. Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_

4. Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_

5. Employer: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 \_\_\_\_\_

Related work experience not listed elsewhere: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| <u>School Name</u>     | <u>City/State</u> | <u># of years</u> | <u>Last Date attended</u> | <u>Degree? YES/NO</u>    |
|------------------------|-------------------|-------------------|---------------------------|--------------------------|
| High School _____      |                   |                   |                           |                          |
| College _____          |                   |                   |                           |                          |
| Other _____            |                   |                   |                           |                          |
| Major Study _____      |                   |                   |                           | Reason for leaving _____ |
| Related Training _____ |                   |                   |                           |                          |