

Work Experience

Sample 1

Please provide a full accounting of your work experience since high school. If job-related, include military service and volunteer work. If you were known by another name at a previous place of employment, please state the other name and date of use.

Sample 2

Please provide a full accounting of your work history. Include periods of time for the past 10 years, whether employed or unemployed.

Present employer. Name, address. Reason for wanting new job. Can present employer be contacted? Job, pay rate.

Past employers. Name, address. Describe jobs, pay rates. Names of supervisors. Reasons for leaving.

Skills. Describe the skills you have that you believe are of value to the position applied for (for example, machines operated, typing speed, etc.). [Note: Ask about whatever particular skills you need in your plant or office. Ask about language fluency only if it is a business necessity; otherwise, ask after you have hired the applicant.]

Bonding. Have you ever been refused or forfeited a surety bond? [Note: Ask if an applicant has ever been refused or forfeited a surety bond only if the position that is being applied for requires a bonded employee.]
